



Palos Verdes Peninsula High School Request for Placement

This form is for students who would like to take a class but do not meet the prerequisites or do not have the appropriate teacher recommendation

Student's name: _____ Grade Level in Fall: _____

I am requesting placement in (course title): _____

Please list the prerequisites for the above class (you can find the prerequisites in the course description handbook or the high school's website - www.pvphs.com).

Please *initial* the following:

- ____ I understand that I do **not** meet the prerequisites for the above class, but I still would like to be placed in this class.
- ____ I understand that these prerequisites are an important component to success in this class.
- ____ I am willing to do the extra work necessary to do well in this class.
- ____ I understand that the grade I earn transfers with me if I make a level change.
- ____ **I understand that level changes are based on space availability and may not occur.**

Record in the space below, semester grades for courses completed in the past 2 years, in previous levels of the requested subject (Summer school is indicated with an "SS").

COURSE	TEACHER	REPORT CARD GRADES		
		1st Sem	2nd Sem	SS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Justification:

Please write a paragraph that justifies your request for this request. Include any relevant information supporting your belief that you will be successful in this class. Remember, *level changes are not automatically approved.*

Placement Procedures

1. The basis for placement shall be the criteria set forth in Board Policy 6141.5.
2. Placement of students in such classes shall be determined by one or more of the following criteria:
 - a. Teacher recommendation; strongest predictor of success
 - b. Grade of "B" or better in prerequisite course
 - c. A qualifying score on a placement test in the subject or standardized testing
 - d. Student's potential for success in the course as evidenced by high motivation
 - e. Counselor and/or principal may determine placement
 - f. A parent or student written request (on a space available basis only) for courses for which there is no placement test

Parent/student requests for placement, which are exception to the stated placement criteria, shall be initiated in writing by the student and/or parent/guardian and shall be submitted to the principal or designee. A conference with the student and parent/guardian shall be held to review the request. If the request is granted, the student and parent/guardian shall be required to sign a waiver indicating that the placement is probationary and dependent upon student success and performance.