

SWCTA

Student Application for Challenging a Class Recommendation

Step 1: Print Application and Obtain Counselor Initials/Due Date

Student Last Name:	Student First Name:	Grade:	Student #:	Counselor Initials:
Recommended Course:	Teacher:	Challenged Course:		Teacher:
I understand this application is due to be completed by Friday, March 31, 2017. If I fail to complete the process by this deadline, regardless of the reason, my challenge will be automatically denied.		Parent Initials:		Student Initials:

Step 2: Essay

Write a 500 word essay addressing all of the following:

- The course for which you were recommended
- The course in which you would like to enroll
- Explanation of why you disagree with the recommendation
- Explanation of all necessary steps you must take to be successful in this course

Turn in **two copies** of your essay with your application, one for your counselor and one for the Curriculum Administrator, for review by your application deadline (must be time/date stamped by your counselor.) **Failure to complete this portion will result in an automatic denial of your challenge.**

Step 3: Turn in Application and Essay

Date received (Time and date stamp):	Along with this application, I have made two copies of my essay, which I understand will be reviewed by my counselor and the Curriculum Administrator.	Student Initials:
I have received the application and two copies of the essay to challenge a course recommendation, prior to the application deadline.		Counselor Initials:

Step 4: Schedule Challenge Conference

I understand upon review of my submitted application and essay, it is my responsibility to schedule a parent conference to take place prior to April 28, 2017 in order to discuss my challenge. Present at this conference will be my parent/guardian, the recommending teacher, the instructor of the course being challenged, my counselor, and myself. I must contact my counselor to schedule this conference. I understand that if this conference does not occur, my challenge will be automatically denied.			Student Initials:
Date of Conference:		Time of Conference:	Counselor Initials:

Step 5: Challenge Agreement

I acknowledge, if granted this course challenge, I will not be allowed to change out of the challenged course under any circumstances, at any time during the 2017-2018 school year.

Print Student Name _____ Student Signature _____ Date _____

Print Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____

For office use only

Decision:	
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