

COURSE RECOMMENDATION APPEAL FORM

This form must be completed and submitted to the School Counseling Department.

Student: _____

Date: _____

Course to be considered: _____

Name of Teacher: _____

In narrative form, please explain how you, the student, will be successful in the particular course in question. You are advised to include participation in extra-curricular activities, part-time jobs and a list of courses that you have committed to taking. Please feel free to use a separate sheet of paper if necessary.

Parent Signature: _____

Student Signature: _____

Teacher Signature: _____

Counselor Signature: _____

Principal Signature: _____

Appeal approved

Appeal denied

Procedure for appealing teacher recommendations:

A student may appeal to gain admission into a course if he/she does not receive the required teacher recommendation or meet the grade pre-requisite for entrance into a course. The appeal form is available in the School Counseling Department and can be downloaded from the *Naviance* web site: <http://connection.naviance.com/coventry>. The appeal form asks the parent/student to explain how the student will be successful in a particular course. The student will need to include participation in extra-curricular activities, part-time jobs and a list of courses that the student has committed to taking. Failing the course may result in the student being placed on academic probation. If the student subsequently changes levels, the grade received will transfer to the new course.

