



REQUEST FOR GRADE LEVEL CHANGE

Name of Student: _____ School: _____

Student # _____ Grade Level Change Request From: _____ To: _____

Check current program Regular SPED ELL

Condition For Grade Level Change Documentation and rationale required for all recommendations

(Please Check Where Appropriate)

- 1. The student meets all the requirements of the Promotion Policy in terms of attendance, courses, test scores and grades. MEETS REQUIREMENTS
- 2. The student is in the Sped Program, does not meet all the requirements of the Promotion Policy and has an IEP that specifically and in writing exempts him/her from certain provisions of the policy. The student does meet the requirements for promotion specified in his/her IEP. IEP EXEMPT
- 3. ELL student has/has not met reading benchmarks and/or has met other promotion policy requirements. RECOMMENDATION
- 4. Incorrect grade assignment at registration time. INCORRECT GRADE
- 5. Exceptional conditions that warrant an Grade Level Change A. EXCEPTIONAL PROGRESS
B. UNUSUAL CONDITIONS

REVIEW/APPROVAL

Space Available YES NO

Signature of sending Principal/Headmaster Date

Operational Leader Date

Assignment Specialist Date

Required Attachments: · IEP (if appropriate) · Report Card (if appropriate) · Test Scores · Other Documentation

Criteria for Grade Level Change

- 1. Students may not be retained more than once at any level (elementary, middle, high), except at the discretion of the Principal/Headmaster.
- 2. All changes must be completed by the end of the first marking period.
- 3. A challenge to a placement must be done no more than 30 days after the student has reported.
- 4. In case of a school or level change, the sending administrator must contact and update the receiving administrator.