



WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Course Override Form

STUDENT NAME:

DATE OF REQUEST:

I would like the opportunity to take _____ instead of _____ even though I do not meet the prerequisite grade.

STEP 1: SCHOOL COUNSELOR SIGNATURE: I have discussed this with my School counselor

(School Counselor's Printed Name)

(School Counselor's Signature)

STEP 2: CURRENT TEACHER SIGNATURE: I have discussed this with my current teacher

(Current Teacher's Printed Name)

(Current Teacher's Signature)

Student's Current Course _____ Cumulative Numeric Grade (required) _____ **Recommended** ___ **Not Recommended** ___

Teacher Rationale, Comments, or concerns (Required)

STEP 3: PARENT & STUDENT SIGNATURE: I fully understand that once I begin this class on the first day of school in the Fall Semester, I will not be permitted to drop down a level and that I must remain in this class for the entire school year; unless otherwise indicated on my Individualized Education Plan.

(Student Signature)

(Date)

(Parent Signature)

(Date)

STEP 4: COORDINATOR OF DATA AND ASSESSMENT SIGNATURE : Students should submit this form to the Coordinator of Data and Assessment, Ms. Jensen in room 3118, no later than June 15. The Coordinator of Data and Assessment will review course space, student's grade(s), consider the request and return the form to the student. If the form is approved, return to the School Counselor.

(Coor. Data& Assessment's Printed Name)

(Coor. Data & Assessment's Signature)

Recommended ___ Not Recommended ___

Rationale, Comments, or concerns (Optional)

STEP 5: FORM SUBMITTED TO School COUNSELOR FOR UPDATED SCHEDULE: The student should return this approved form to their School counselor for a schedule update

(School Counselor's Printed Name)

(School Counselor's Signature)

STEP 6: SCHEDULE UPDATED: The School counselor will update the student's course based on this override form information.

Schedule Updated Completion Date: _____

Email sent to both the teacher the student is leaving as well as the teacher the student is moving to.

Date: _____