

**Course Waiver Process 2018-19**

- Step 1: The teacher recommends the student for the course. The teacher should review recommendations with each student, including criteria such as prerequisites, grade point average, midterm grade and motivation of the student.
- Step 2: School counselor meets with the student on overall course selection.
- Step 3: If student does not agree with the course selection, a parent conference is arranged between the teacher, the parent, and the student. This may be a phone conference. It is recommended that a sample of work (reading, writing) be shared with the student to clarify course level expectations.
- Step 4: After the teacher signs off in Genesis, if the student still does not agree with the teacher recommendation,
- A. For a Strategies course waiver, this step is eliminated and the appeal goes directly to the principal.
  - B. For all other waiver requests, the appeal goes to the appropriate supervisor.
- Step 5: If the student does not agree with the supervisor recommendation, the supervisor signs off on the denied request in Genesis, and the appeal for waiver is remanded to the principal.
- Upon completion of Step 5 – After the Principal signs off in Genesis, if the student and parent are still in disagreement, the form should be brought to the counselor for signature stating all steps have been met.
- Step 6: If the student does not accept the principal's decision, the appeal for a waiver is brought to the Superintendent of Schools whose decision is final.

# Parsippany-Troy Hills Township School District

## WAIVER FORM FOR 2018-2019 COURSE ASSIGNMENT

**DEADLINE FOR SUBMITTING WAIVER FORM: March 5, 2018**

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Current Grade: \_\_\_\_\_

Counselor: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Course Recommended by Teacher: \_\_\_\_\_

Recommending Teacher Name: \_\_\_\_\_

Course Requested by Parent/Student\*: \_\_\_\_\_

**\*We will make every effort to support the student. Students who choose to enroll in courses for which they are not eligible may not be able to withdraw at a future point because of class size or scheduling complications.**

**Students must submit one waiver form for each course and follow the steps below:**

**Step 2** – Student met with School Counselor on \_\_\_\_\_

**Step 3** – Parent/student Conference held with teacher on \_\_\_\_\_

**Step 4** – Parent/student met with principal for Strategies Course only \_\_\_\_\_

Parent/student met with appropriate supervisor on \_\_\_\_\_

**Step 5** – Parent/student met with principal on \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Upon completion of Step 5 - Meeting with building principal and if the student and parent are still in disagreement, the form should be brought to the counselor for signature stating all steps have been met. Upon receiving the counselor's signature, the student/parent can then call 973-263-7250 to arrange a meeting with the superintendent.)*

### **DO NOT WRITE BELOW THIS LINE**

**Teachers, counselors, and administrators record of meetings was reviewed in Genesis showing that the above process has been completed. The parent/student is now approved to arrange a meeting with the Superintendent of Schools for a final decision.**

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 6** – Parent/student met with Superintendent of Schools

Superintendent  
Signature: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM MUST BE SUBMITTED TO STUDENT'S COUNSELOR  
AFTER MEETING WITH SUPERINTENDENT**