

Course Waiver Process 2019-20

- 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, 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 Assistant Superintendent of Schools whose decision is final.

Parsippany-Troy Hills Township School District

WAIVER FORM FOR 2019-2020 COURSE ASSIGNMENT DEADLINE FOR SUBMITTING WAIVER FORM: March 5, 2019

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 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 973-263-7340 to arrange a meeting with the assistant 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 Assistant Superintendent of Schools for a final decision.

Counselor Signature: _____ Date: _____

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

Assistant
Superintendent
Signature: _____ Approved: _____ Denied: _____

Date: _____

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