

**Course Appeal Process 2020-2021**

- 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 plans to appeal a course selection, a parent conference or phone conference must be arranged with the teacher, the parent, and the student. It is recommended that the teacher share work samples with the student to clarify course level expectations.
- Step 4: After the teacher signs off in Genesis, if the student would still like to appeal a course selection, the appeal goes to the appropriate supervisor listed below.
- Step 5: If the student still wishes to appeal the supervisor's decision, the supervisor will consult with the Assistant Superintendent of Curriculum & Instruction and render a final decision.

All updates will be made in Genesis.

**Content Supervisors**

Mrs. Dana Sarno

Coordinating Supervisor of 6-12 Language Arts/6-12 Media/K-12 Music

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# Parsippany-Troy Hills Township School District

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## APPEAL FORM FOR 2020-2021 COURSE ASSIGNMENT

**DEADLINE FOR SUBMITTING APPEAL FORM: March 5, 2020**

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 Students who choose to enroll in courses for which they are not eligible may not be able to withdrawn at a future point because of class size or scheduling complications.

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

Step 1 – Student met with School Counselor on \_\_\_\_\_

Step 2 – Parent/student Conference held with teacher on \_\_\_\_\_

Step 3 – Parent/student spoke with appropriate supervisor \_\_\_\_\_

Step 4 – Parent/student informs principal of intent to appeal. Principal's signature \_\_\_\_\_

**If necessary, supervisor will consult with Assistant Superintendent for Curriculum & Instruction**

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

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

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**FORM MUST BE SUBMITTED TO STUDENT'S COUNSELOR**