

PARENT/TEACHER SIGNATURE REQUEST FORM

SIGNATURES REQUIRED PRIOR TO SCHEDULING

STUDENT NAME: _____ GRADE: _____ ID: _____ Date: _____

COUNSELOR (Circle):

Ms. Davis (A-E) Ms. Khoklan (F-L & ELL) Mrs. Peterson (M-Ste) Ms. Dello Russo (Sti-Z & AVID)

ADVANCED LEVEL COURSES: Names that are illegible will not be scheduled.

Advanced Placement (AP), Honors Level, and Foreign Languages – PLEASE SEE BACK PAGE

	<i>Print Teacher Name:</i>	<i>Teacher Signature:</i>
Advanced Drama	_____	_____
Kids Helping Kids	_____	_____
Journalism/Yearbook	_____	_____
ROTC 4	_____	_____

JUNIORS AND SENIORS ONLY

TA (Teacher's Aid /Clerical Office, Library, Custodial) Earns elective credit:

REMINDER: Teachers may only have ONE TA per period

TA PERIOD: _____ Block 1 _____ Block 2 _____ Or... Term Only: 1____, 2____, 3____, or 4____
(1st, 2nd, 3rd, or 4th)

PLEASE Print Teacher Name: _____ Teacher Signature: _____

JUNIORS AND SENIORS ONLY

COMMUNITY SERVICE (Earns elective credit):

This course allows responsible students to serve at our local elementary and middle schools assisting teachers within their classrooms. Students must either walk or provide their own transportation. *Eligibility requirements* include 2.0 minimum grade point average, no F grades, no disciplinary record, and grades of As and Bs in citizenship.

Parent / Guardian Signature: _____

SENIORS ONLY

OPEN PERIOD (No credit): Seniors are permitted one open period per block if they are on track for graduation (280 credits required for diploma). A request for an open(s) period requires a parent/guardian approval and signature. Please have your parent/guardian sign below and return this form to the counseling office. Check Preference(s):

- | | | | |
|-----------------------------------------------|-------------------------|-----------------------------------------------|---------------------------|
| <input type="checkbox"/> OPEN 1 ST | <u>BLOCK ONE</u> - FALL | <input type="checkbox"/> OPEN 1 ST | <u>BLOCK TWO</u> - SPRING |
| <input type="checkbox"/> OPEN 4 TH | <u>BLOCK ONE</u> - FALL | <input type="checkbox"/> OPEN 4 TH | <u>BLOCK TWO</u> - SPRING |

I approve my student to have an open period 1st or 4th period. _____
Parent / Guardian Signature

CONTRACT OF COMMITMENT AND UNDERSTANDING

Advanced Placement (AP), Honors Level, and Foreign Language Placement

Please use your initials by each statement to confirm understanding:

Parent Student

_____ _____ I understand that *American Government and Politics*, as well as *Macro and Micro Economics* are full block courses (2 terms). Should I complete one term and then request a schedule change, students are still responsible for completing a term of American Government or Economics, whichever apply. Credit from the completion of the first term AP course is applied to the electives credit requirement.

_____ _____ I understand that a commitment to *daily homework and study time* is vital for success.

_____ _____ I agree to take advantage of the supports available when necessary including:

- Reaching out to my teacher when having difficulty
- Utilizing time in DCAEL when falling behind
- Participating in tutoring opportunities available before school/after school
- Utilizing online tutoring resources provided by my teacher and/or school website

_____ _____ I understand that a request for a course *level change* e.g., Honors to regular level, must be made by the 10th day of the term.

_____ _____ I understand that a requested *level change* may not be granted due to the high possibility of the regular level course being full and/or not being offered during the same period as the course I am requesting to leave.

Note: AP exams are conducted each year during the first two weeks in May and generally cost \$100 per exam (fees per exam are reduced for *qualified* students of the Free/Reduced lunch program resulting in a typical cost of only \$5 per exam). Though highly encouraged, exams are not required. High school credit is awarded upon successful completion of the course(s). Registration and payment of fees for exams begin in the month of October.

I have read, understand, and agree to all of the above.

Parent/Guardian Signature **DATE**

Student Signature **DATE**