

GATEWAY REGIONAL SCHOOL DISTRICT



GUIDANCE DEPARTMENT

775 Tanyard Road • Woodbury Heights, NJ 08096
(856) 848-8200, ext. 226

COURSE WAIVER PROCEDURE FOR LEVEL 3, HONORS, AND AP

To place a student in a level 3, honors, or AP course for which he/she was not recommended:

Parent/Guardian **MUST** write a letter which states the following five things:

1. Student's name
2. Course and level requested
3. A statement similar to, "I understand that my child was recommended for a different course"
4. A statement similar to, "I also understand that he/she will remain in the course for the entire year and will not be removed for non-performance"
5. Parent signature and phone number where he/she can be reached during the day

THIS LETTER MUST BE SUBMITTED TO THE COUNSELOR BY JUNE 30, 2009.

If a student elects to take a level 3, honors, or AP course for which he or she was not recommended and begins to have difficulty maintaining satisfactory grades in that course, every effort should be made by the student and parent to assure that all possibilities for successful completion are addressed. Such things as after school help with the teacher, parent assistance at home with checking homework and studying for tests and quizzes, and peer or private tutoring should be included strategies.

Every attempt will be made to accommodate parental requests. As with all scheduling decisions, availability of staff and materials are taken into consideration.