

D. Policy For Recommending a Student for an HONORS or AA ENGLISH Course at the end of Second Semester (who was not originally recommended during the optioning period)

NAME OF STUDENT: _____

NAME OF COURSE: _____

RECOMMENDING TEACHER: _____

REASON(s) FOR RECOMMENDATION (including why the student is recommended NOW yet was not recommended THEN):

REMINDERS:

1. student had informed his/her teacher of his/her desire to enter the advanced class during initial optioning period BUT did not meet the criteria
2. student must have maintained at least a "B" average in English during second semester and *no grades lower than a B*
3. teacher documents reason(s) – above – for the change in recommendation
4. teacher informs student that he/she has met the criteria and will be recommended for the desired course
5. teacher informs appropriate administrator and counselor of this change
6. teacher keeps a copy of this record for his/her file and forwards copies to administrator, counselor, and advanced course teacher