

# AP/Level Change Request

## STEP 1: AP Course change is initiated

Date \_\_\_\_\_ Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Student ID# \_\_\_\_\_

Would like to DROP \_\_\_\_\_ (AP course)

Would like to ADD \_\_\_\_\_

## STEP 2: Teacher endorses course change

Teacher verifies teacher/student/parent contact:

\_\_\_\_\_ Teacher and student have had a conference

\_\_\_\_\_ Teacher and parent have communicated regarding the change (email okay)

Teacher verifies teacher/student/parent communication:

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STEP 3: Parent signs permission for the change

I have talked with my child and his/her teacher about changing the level of this course. I agree that this change should occur. Dropping an AP course could result in your student losing the opportunity to earn college credit for this course.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## STEP 4: Student submits request to Counselor

## STEP 5: Counselor changes schedule