

**LEVEL CHANGE FORM – FALL 2024**  
**COMPLETED requests are due to your counselor no later than October 24, 2024.**

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_  
Change from: \_\_\_\_\_ Level: \_\_\_\_\_  
Change to: \_\_\_\_\_ Level: \_\_\_\_\_

**Recommendation for Level Changes**

*What to do when you are considering a level change:*

1. The student should schedule a conference with his/her teacher to discuss concerns.
2. The student should attend tutorials regularly. (document dates and times)
3. A student/parent/teacher conference should take place.
4. The parent **must** contact the teacher to discuss the student's progress. A contact consists of a phone call, an email, or a personal conference.

- **NO CLASS WITH A GRADE AT OR ABOVE A 75 WILL BE CONSIDERED.**
- **Courses are selected for the entire year. A change will be made only when absolutely necessary.**
- **According to state law, students must attend a class 90% of the semester to receive credit.**

**UIL GUIDELINES AND ELIGIBILITY IMPLICATIONS:**

It is important to note that **UIL eligibility can be affected by a level change.**

UIL rules state that a student with an "Incomplete" grade is ineligible at the end of the seven-day grace period unless the "Incomplete" was replaced with a passing grade prior to the end of the seven-day grace period. Students with an "Incomplete" grade either within or beyond the end of the seven-day grace period may regain eligibility if the work is made up in accordance with the district policy in regard to time allowed for make-up work and the conditions under which make-up work are allowed. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows:

- a) a mechanical error occurred in averaging or recording the original grade, or
- b) the teacher's grading procedure violated either local policy, state law, or SBOE rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including a re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade as discussed above.

**DROPPING A CLASS:**

Because of the 90% attendance law, students in grades 9-11 may not drop a class at this time. Seniors may drop to office aide or off campus as long as they are enrolled in a minimum of five credit-bearing classes.

Assistant Principals: (A list of locations can be found outside the Counselor's Suite.)

|                        |                     |                      |
|------------------------|---------------------|----------------------|
| A-CO = Kevin Byrd      | CR-H = Eric Sweeney | I-MAL = Shannon Gray |
| MAM-PRA = Ashli Taylor | PRE-U = Rom Crespo  | V-Z = Matt Warren    |

Counselors:

|                                |                        |                        |
|--------------------------------|------------------------|------------------------|
| A-CO = Elizabeth Fawcett       | CR-H = Sha'Quella Levy | I-MAL = Katrina Branch |
| MAM-PRA = Shawn Seymour-Gipson | PRE-U = Sarah Drake    | V-Z = Sonji Brown      |

**STUDENT:** I have attended tutorials for help in this class. ☐ Yes ☐ No  
I have had a conference with the teacher. ☐ Yes ☐ No

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

**PARENT:** I have observed my child studying for major exams. ☐ Yes ☐ No  
I have participated in parent, teacher, and student conference. ☐ Yes ☐ No

We understand that this change is binding for the school year and will be granted only if there is space available.  
We also understand that other class periods, teachers, and lunch may also change in order to achieve this request.

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

**TEACHER:**

The student... Has attended class regularly. ☐ Yes ☐ No  
Has requested additional help before or after school. ☐ Yes ☐ No  
Asks questions and participates in class. ☐ Yes ☐ No

I have had a conference with this parent/student. ☐ Yes ☐ No

His/her grade at this time is approximately \_\_\_\_.

Teacher: ☐ Agree ☐ Disagree

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATOR (A list of locations for each Assistant Principal is located in the Commons Office):**

Alpha Principal: ☐ Agree ☐ Disagree

Alpha Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*STOP\*\*\*\*

Once you have filled out and obtained the above signatures, please return the form to the Counseling Office by 2:50 p.m. on October 24, 2024. Your counselor will process the form and inform you via your school email of the approval/denial.

For office use only:

**COUNSELOR:**

Date Received: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Date Processed: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_