

About Course Placement Review

It is the goal of the Howard County Public School System to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. Teacher recommendations are based on multiple criteria including classroom performance, students' expressed interest, and results on standardized measures. This online form is for a parent/guardian requesting a course placement different from the recommendation.

Select Course Requests

1. Access the HCPSS Connect website.
2. On the Home page, click on the **More Options (Family File, Report Cards, etc.)** option in the left panel.
3. Click the **Course Placement Review** link.
4. A page displays the student's current recommendations for core content classes. You can select another student in the drop-down list if necessary.



Select Student: Mary Smith (999018346) - 08 - Clarksville Middle School

Smith, Mary

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Student	ID Number	Current Grade	2020-2021	2021-2022
Smith, Mary	999018346	08	Clarksville Middle School	Atholton High School

This section is for a parent/guardian requesting a course placement different from a teacher's recommendation.

Request History	Recommended Course	Parent Request	Comments
Request History	SC-515-1-Biology - GT	No Changes	
Request History	SO-403-1-US History-GT	SO-402-1 US History-Hon	Prefers Honors, not GT
Request History	WL-514-1-Spanish II	Drop Course	Wants to take Art and Chorus in 9th grade

It is recommended that all course placement requests are submitted through Synergy. If you do not see a course option available in the drop down menu complete the fillable course placement request form and submit to your school counselor. Note that any course placement request submissions go through a review process. The Course Placement Review request must be submitted electronically or to your school counselor by March 5, 2021. Requests received by this date will be given priority. Requests received after this date will be accommodated if space is available.

Complete Review

5. Select the preferred course in the **Parent Request** column for the **Recommended Course**. You can add a **Comment**.

NOTE: There will be an option to **Drop Course** for second level of world languages. If you opt to decline the world language Level 2 recommended course, you will be prompted with a message indicating that students are recommended to take two years of a world language. Click **OK** to close the message and continue.

Students must complete one of the following program choices to meet the graduation requirement: (a) Two credits of world language, which may include American Sign Language; (b) Two credits of advanced technology education; or (c) Successfully complete a State-approved career and technology program. Note that many colleges/universities recommend that a student participates in a World Language for two or more years.

OK

WARNING: If no course is available to request, no options will be listed.

NOTE: Parents of rising 7th and 8th graders should click on the **Read G/T Expectations** button and review the G/T program information. Click the **I Understand** button to proceed.

6. Click the **Complete Review** button to continue. Review each acknowledgement.

G/T Course Expectations

Prior to completing the Course Placement Review form, please consider the following expectations associated with middle school G/T courses.

Algebra I G/T - MA-403-1

- Students enrolled in on-grade-level math (Mathematics 6) in 6th grade will be expected to apply mathematical concepts from the following courses prior to beginning the Algebra I G/T course in 7th grade:
 - Math 7 - Mathematics 7 (Grade 6/7) Course Expectations
 - Math 8 - Mathematics 8 (Grade 7/8) Course Expectations
- Students enrolled in above-grade-level math (Mathematics 7) in 6th grade will be expected to apply mathematical concepts from Math 8 (<http://hcpssfamilymath.weebly.com/math-8-gt-78.html>) prior to beginning the Algebra I G/T course in 7th grade.
- Students not placed in G/T Mathematics may select the above-level mathematics class, Mathematics 8 (MA-301-1), rather than Algebra I G/T.

English G/T - LA-202-1

Geography and World Culture G/T - SO-201-1

Life Science G/T - SC-205-1

- Students enrolled in English, Social Studies, and Science G/T will be expected to have advanced-level skills in the following areas:
 - Interpretation and analysis
 - Understanding and application of advanced concepts
 - Written language (development of arguments, citation of evidence, variation of sentence structure).
- Students not recommended for placement in G/T courses at this time will further develop these skills within the 7th grade general education classes.

By signing this form I acknowledge this placement is not in alignment with the recommendations of the Placement Committee and affirm that I have read and acknowledged the course expectations. I will monitor my child's progress in the class to make sure the requested course remains appropriate with reasonable classroom supports. I am aware that it may not be possible to transfer out of the course due to scheduling limitations. Please answer "Yes" to all questions to be able to submit.

It is suggested that the student and parent have a conversation with the current teacher about the course recommendation so there is an understanding of the rationale behind the teacher recommendation.

Yes

Further information on courses and curriculum expectations can be found in the high school catalog (<http://www.hcpss.org/academics/approved-courses/>). After reviewing this information, consultation with the appropriate Instructional Team Leader is an option.

Yes

Students and parents must understand that it may not be possible to transfer out of the course due to scheduling limitations. In addition, note that level changes will only be permitted until the mid-point of the course. For further information please refer to Policy 8020.

Yes

The Course Placement Review request must be submitted electronically by January 15, 2021. Requests received by this date will be given priority. Requests received after this date will be accommodated if space is available.

Yes

Students must complete one of the following program choices to meet the graduation requirement: (a) Two credits of world language, which may include American Sign Language; (b) Two credits of advanced technology education; or (c) Successfully complete a State-approved career and technology program. Note that many colleges/universities recommend that a student participates in a World Language for two or more years.

Yes

7. After reviewing each statement, select **Yes** to acknowledge that you understand. You will see different statements for middle school and high school students.

NOTE: You can click on the **School Catalog** and **Graduation Requirements** buttons to view more information about those items.

8. After you select **Yes** for each statement, click the **Next Step** button to continue.

9. Enter your name in the **Parent Signature** field and the **Date Submitted**.

10. Click **Submit Request**. You will receive a message that your request has been submitted. Click OK to close that window.

Parent Signature:	Jane Smith
Date Submitted:	12/04/2020
<input type="button" value="Submit Request"/>	

Repeat these steps to edit your requests as needed.

WARNING: If you requested to decline a Level 2 World Language recommended course, you will not be able to resubmit a CPR for that course if it has been reviewed or processed by the school.

View History and Status

When you access the Course Placement Review page, click on the **Request History** button for a course to see any requests that have been submitted and the status of those requests.

- **Submitted** – The request has been submitted by the parent.
- **Ready to Process** – The counselor and administrator are in the process of reviewing the Course Placement Review request.
- **Processed** – The request has been processed, and the new course request has been added to the student's schedule.
- **Denied** – The request cannot be processed.

Date Requested	Requested Course	Parent Comments	Status
12/07/2020	United States History	Prefers Honors, not GT	Submitted

If you have any questions, please contact the counselor at your child's school.