

Stephen F. Austin High School

“Tradition Of Excellence Since 1881”
AUSTIN INDEPENDENT SCHOOL DISTRICT



1715 West Cesar Chavez • Austin, Texas 78703-4699 • (512) 414-2505

Spring, 2019

Dear AHS Parent &/or Guardian,

We are excited that your student has requested to take an advanced course (pre-AP, AP, *[ACC Dual Credit](#)*, and/or * UT OnRamps Dual Enrollment) at Austin High during the 2018-2019 school year. Successful completion of rigorous courses is one of the top factors influencing college admissions. In addition, students who pass an Advanced Placement course and take the corresponding AP test statistically perform better in college. Students enrolled in advanced courses should anticipate an increase in time spent on homework, level of academic rigor, and effort required to earn the grades they desire. As such, participation in advanced courses provides students opportunities to develop perseverance and grit, which have shown to be characteristics of future success. While students will be supported in their advanced courses, sometimes students realize that they would be better served in a grade-level course and may request a level change.

Due to the importance of our students successfully completing advanced courses and because our goal is to ensure appropriate class sizes, we are requiring your student to follow the policy as outlined below:

- ✓ Students must remain in the advanced course for a minimum of one grading period (semester courses) and one semester (for yearlong courses).
- ✓ Students who have a 6 weeks average or semester average higher than 80% are NOT eligible for a level-change.
- ✓ Prior to a student requesting a level-change, a Parent-Teacher communication meeting must be held and an *intervention plan* must be in place. *Documented tutoring must be in place prior to initiation of an intervention plan.*
- ✓ Student must attend tutoring hours *determined in the intervention plan* with the teacher of record before the change will be granted.
- ✓ All student requests for a course level change will be submitted to an academic committee for review. The academic committee will consist of the student’s teacher, other teachers in the same academic subject, and the department chair.
- ✓ Per district policy, no changes may be made after the first semester for a year-long course or half-way through a semester course.

Checklist for Level-Change Request :

Students will pick up the level-change form from their counselor or teacher to begin the process, which includes:

- Tutoring initiated by student
- Parent-Teacher communication with development of intervention plan
- Implementation of intervention plan with tutoring

Once all the above requirements are met, the academic committee will review the student’s request and will notify the student of its decision. If a level-change is granted, the grade for the first grading period will transfer to the new class.

Before you sign this agreement, we want to ensure that parents and students are aware of the policy before committing to an advanced course. If you have any questions about these guidelines or policies, please feel free to contact your student’s counselor or AP.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

*Students taking dual credit courses through Austin Community College and UT OnRamps will not be required to complete this process to drop a course, as they must adhere to the guidelines set forth by those institutions for course drops. As these courses are considered college courses, professors must adhere to FERPA guidelines which prohibits direct communication to parents. Please note that if students are wanting to drop an ACC or UT OnRamps course, they must speak with their counselor as there are some implications that may affect high school and college transcripts. <https://drive.google.com/file/d/0B5HXgWuT7shiV0xIUjdSbFBtR28/edit>