



## IEP Student Initiated Class Change

**Continuing students** should not change class. They have been placed by their grades and performance in previous levels.

**New students** must be significantly above or below the level of the class for the teacher to initiate a level change.

**Changes** MUST be made by the teacher. In each class, teachers will assess student abilities during the first 2 days of class. If a student is significantly above the level of the class, the teacher can request a class change dependent on class size and availability.

1. The teacher will submit a class change form to the IEP Coordinator
2. The coordinator will determine class size and availability.
3. If the change is possible, the coordinator will prepare a new schedule and give it to the teacher who requested the change.
4. Students should continue attending the original class until a new schedule is received.

All changes must be complete by the end of the first week of class. No changes will be made after the first Friday of class.

**Other Changes** We do not make changes for personal reasons or because of teachers. You must initiate a dialog with your teachers. If you need help with housing or transportation, please see the Student Services office. For other changes, complete this form and submit to the IEP Coordinator. This form will not be accepted after the second day of class.

Name: \_\_\_\_\_ CESL Number: \_\_\_\_\_

Request change from \_\_\_\_\_ to \_\_\_\_\_ Please give a detailed explanation of why you are requesting this change. Continue your paragraph on the back.

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

Administrative Response