

METUCHEN HIGH SCHOOL-Guidance Department

400 Grove Avenue Metuchen, NJ 08840

(732) 321-8750 Fax (732) 767-9315

Procedures to Request a Review of a Placement

Recommendations for a placement in an accelerated program or Honors/Advanced Placement courses are based on information available at this time. Should you request a review of your child's placement, you may do so between March 5 and April 10 when additional academic progress indicators are available.

The following procedures for the placement review are outlined below:

- Complete the form request letter available from the guidance office.
- Please state specific reasons for the request.
- Include any pertinent information that would demonstrate why your child will be successful in a course for which he/she was not recommended.
- Requests will be accepted between March 5 and April 10.

Once the formal request is received by the subject area supervisor, a review will be conducted. The review may include an opportunity for your child to demonstrate the necessary proficiencies in order to be successful in the requested course. For example, an additional writing sample or standardized test scores, to include HSPA or NJ ASK may be required. Chapter tests and/or a final exam in a pre-requisite course may also be recommended and administered. A meeting will be required with your child as part of the review process.

Written requests should be submitted to the following supervisors c/o Metuchen High School, 400 Grove Avenue, Metuchen, NJ 08840

Ms. Joann Zebrowski
Supervisor of Mathematics

Mr. Edward Porowski
Supervisor of Language Arts and Social Studies

Ms. Kathleen Henn
Supervisor of Science

Ms. Mary Lou Roma
Supervisor of World Language

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From: Parent _____

Student _____ Grade _____

Counselor Name _____

To: Subject area supervisor of _____

Date: _____

Subject: Request for placement review

1. Current recommendation: _____

2. Requested placement: _____

3. Reason for request: _____

Additional or supporting information:

Signature of student: _____

Signature of parent: _____

Final action of supervisor: request approved or request denied