HCPSS Connect

Course Placement Review - Rising 6th-8th Grade Students

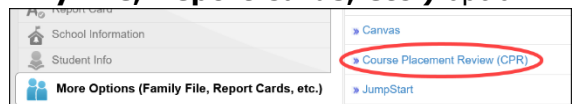**!** =*Warning*   **🕙** =*Timesaver*   **✉** =*Note*

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. Note the Currently Selected Course field shows the most recent course associated for the recommendation. If you already submitted a Course Placement Review for this recommendation, it will show here.

HCPSS - Course Placement Requests

Select Student: Michael Bruce (999234876) - 05 - Hammond Elementary School

Bruce, Michael James

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. G/T Placement Committee recommendations are based on multiple criteria including classroom performance, students' expressed interest, and results on standardized measures.

Student	ID Number	Current Grade	2021-2022	2022-2023
Bruce, Michael	999234876	05	Hammond Elementary School	Hammond Middle School

This form is for a parent/guardian requesting a course placement different from the placement committee's recommendation and/or teacher.

Read G/T Expectations

	Recommended Course	Currently Selected	Parent Request	Comments
Request History	SO-100-1-Geography/World Cultures	SO-100-1 Geography/World Cultures	SO-101-1 Geog/Wrld Cult-GT	Ready for GT
Request History	SC-100-1-Science I	SC-100-1 Science I	No Changes	
Request History	LA-155-1-Seminar C Reading (Comp)	LA-155-1 Seminar C Reading (Comp)	No Changes	
Request History	LA-101-1-English Language Arts (ELA)	LA-101-1 English Language Arts (ELA)	No Changes	

It is recommended that all course placement requests are submitted through Synergy. Graduation Requirements and submit to your child's school counselor. Note that any course placement request submissions go through a review process. Submit this Course Placement Review form electronically by February 22, 2022, if you wish to request a different placement than the recommendation of the school-based G/T Placement Committee, and/or a teacher. Forms received by this date will be given priority. Requests after this date will be accommodated if space is available. .

Click here for Graduation Requirements

5. Click the **Read G/T Expectations** button to read the expectations for your student's grade.

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

⚠️ **WARNING**: If you do try to submit a request for a course that is the same as the Currently Selected course, you will receive an error. You do not need to submit a request for a course that your child already has.

✉️ **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

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

> 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. Catalog of Approved Courses
>
> 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. Graduation Requirements
>
> 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 ∨
>
> Next Step

8. 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.

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

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

11. Click **Submit Request**. You will receive a message that your request has been submitted and the request will update immediately. Click **OK** to close the confirmation window.

Parent Signature:	Jane Smith
Date Submitted:	12/04/2020
Submit Request	

Repeat these steps to edit your requests as needed.

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. Also, the Currently Selected Course field will show the most recent course associated with the recommendation.

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