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. G/T Placement Committee 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 placement committee’s recommendation.

Select Course Requests

1. Access the HCPSS Connect website.
2. On the Home page, click on the Course Placement Review (CPR) 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.

NOTE: Click the Request History button to see previous requests made.

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

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

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, the **Next Step** button becomes available. Click **Next Step** 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.

Repeat these steps to edit your requests as needed until the deadline communicated to you by the school. Click the Request History button to see previous requests made for each recommendation.

### 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 and the counselor will review.
- **In 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

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