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.
5. 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.
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, click the Next Step button 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 and the request will update immediately. Click OK to close the confirmation window.

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.