

# MS LEVEL CHANGE APPLICATION

(This process is for students currently in Grades 6 and 7. Students may not complete the Level Change process or the Credit by Exam process more than once.)

Please type or print legibly

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

HR TEACHER: \_\_\_\_\_

HR #: \_\_\_\_\_

Current Math Course \_\_\_\_\_

COURSE FOR WHICH YOU ARE APPLYING FOR A LEVEL CHANGE: \_\_\_\_\_

**\*\*Applications can be turned in after April 1. Must be received by June 1\*\***

Interested students can see their school counselor for details. Applications are available in the counseling office or online.

In order to help the mathematics director/ principal to assess this application, a student must complete all of the following steps. **Please note that the level change process cannot begin without the prior approval of the mathematics director/principal.**

## PART I:

Write an essay in which **ALL** of the following questions are answered:

1. Why are you requesting a level change?
2. Why do you believe you are qualified for a level change?
3. What do you hope to accomplish by using this option rather than earning credit during the school year?

**Attach this essay to your application.**

## PART II: PARENT/GUARDIAN ENDORSEMENT

Parents/Guardians: Please comment below on your feelings regarding this request. Please understand that your approval is part of a comprehensive process and is not an assurance that your child's request will be granted.

I understand all of the requirements of this process and do \_\_\_\_\_ do not \_\_\_\_\_ endorse my child's request for a level change.

Daytime Phone Number/ email address

Parent's/Guardian's Signature

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### **PART III:**

After completing Parts I and II, return this application (with your essay) to your guidance counselor who will attach a copy of your academic record and forward the entire application to the mathematics department director.

Counselor Comments:

---

Counselor's Signature

### **PART IV: MATH DEPARTMENT DIRECTOR RECOMMENDATION**

I do\_\_\_\_\_ do not\_\_\_\_\_ recommend approval of this request.

Comments:

---

Math Dept. Director Signature

### **PART V: PRINCIPAL'S DECISION**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING MODIFICATIONS:

\_\_\_\_\_ NOT APPROVED

---

Principal's Signature

## Mathematics Department Level Change Requirements and Student Profile

The Level Change process is for students currently in Grades 6 and 7. Students may not complete the Level Change process or the Credit by Exam process more than once.

**\*\*Applications can be turned in after April 1. Must be received by June 1\*\***

### I. Level Change Process.

A student may change levels without completing the full year of course work of study for such class, if based on the student's past academic performance, it is determined that the student will benefit academically by exercising this alternative. The student will need to achieve a score of **at least 85 percent** on the appropriate local exam and complete a special project (portfolio) to demonstrate proficiency, in such knowledge, skills and abilities normally developed in the course.

### II. Criteria for acceptance.

The level change process will allow a student to complete 40 weeks of course material in a six to eight week period. For a student to be successful they must have a proven academic achievement at an honors level (multiple A+ grades on the report card), as well as a strong recommendation by their classroom teacher. It has been our experience that students who did not achieve a high "A" average through previous coursework and NWEA scores above 90% are not successful in the level change process and the preparation to move forward in accelerated courses.

### III. Student Profile.

Sample Student	Q1	Q2	Q3
	A	A+	A+

Similar grades from previous years if available.

NYS Grade Math Assessments: Level 4  
NWEA RIT score: > 90%

Strong recommendation from current teacher.  
Strong recommendation from past teachers.

The Mathematics Department of Niskayuna High School required that the student applying for a level change comply with all of the following:

### **I The Tutor...**

1. The tutor can be a mathematics educator certified by the New York State Education Department, and will be subject to the approval of the Director of mathematics.
2. The student will supply the director with the name, address and telephone number of the proposed tutor.
3. The Director will work with the tutor to create a plan and proposed outline for the completion of the level change course. This plan should include the chapters to be covered, a tentative timeline for completion, and arrangements for student completion of chapter tests.

### **II The Project...**

The student will compile a portfolio of the work done to complete the level change course. The portfolio will include:

1. an outline of all work assigned for each chapter.
2. a minimum of 5 completed assignments from each chapter. These assignments should be organized by chapter and be clearly labeled to indicate chapter, page, and problem numbers.
3. assignments that show mastery of the chapter's concepts at a variety of cognitive levels (i.e., not all "A" type examples). All student work must be shown in a neat and organized manner.
4. the tests for each chapter. These tests will have been administered under test conditions. The student will show all work as evidence of the methods used in solving. The test will be corrected by the tutor with a test grade clearly visible on the paper.

### **III Additional Considerations...**

1. The student must complete, to the satisfaction of his present teacher, the work for the class in which he is presently enrolled.
2. The director will make the final decision on the placement of the student based upon:
  - a. quality of the work presented in the portfolio and included tests,
  - b. grade on the local exam ***taken during the August Regents Examination time,***
  - c. previous academic record and standardized test scores.

**I understand the Mathematics Department requirements for completion of the level change process.**

---

**Student Signature**

---

**Parent/Guardian Signature**