

# Prerequisite Appeal

## Form & Process

### *For Students Who Do Not Meet Course Prerequisites*

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Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Course Title: \_\_\_\_\_  
Course you are challenging

Designed for Davis Joint Unified High School students seeking placement in a course for which they do not meet the prerequisites. This form and its supporting documentation must be completed to initiate an appeal for placement.

**Appeal Process:**

- 1) Student submits Prerequisite Appeal Form and all supporting documentation by the deadline (1 complete application per course appealed).
- 2) Student requests a Teacher Observation Form from current or former subject area teacher. Student follows up with teacher to ensure form was submitted by the deadline.
- 3) Academic Appeals Committee reviews Prerequisite Appeal Form and supporting documentation. If deemed necessary, a conference will be scheduled with the student to discuss the Appeal request.
- 4) Academic Appeals Committee communicates its final decision to the student by March 22, 2024.

**Submit** completed form at course planner pick-up time.

Attach the following to this form:

1. Copy of most recent transcript (available in Q – student information system)
2. Copy of most current grades (available in Q – student information system)
3. Copy of your proposed classes for the upcoming school year
4. Completed *Student Self Evaluation Form with Personal Narrative* (blank form attached to this form)
5. Completed *Parent Observation Form*

Name of teacher who will complete the observation form:

\_\_\_\_\_  
The above named teacher must return their observation form to Vice Principal, Chandra Wengler of Davis Senior High School in a sealed envelope.

Please explain why you want to be in the class indicated above and why you feel you belong in it. Please address the Pre-requisites you meet as well as those you do not.

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I understand that teacher observations are confidential. I waive my right to see any observation information. There is a two-step process: 1) paper review and 2) if deemed necessary, an Academic Appeals Committee conference. A final decision will be made no later than March 22, 2024.

Two signatures required below:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date