

Proposed Honors/AP Placement Procedures for SY21-22

For February 2021 BOE Agenda and Education Committee

When choosing placement for the upcoming school year, in conjunction with their school counselor, students should follow the chart below for placement guidelines in each individual course. The previously used application/appeal procedures are no longer used.

Students who...		Procedures
Category 1A	<ul style="list-style-type: none"> • have a projected final grade of B (82.5%) or better and • are meeting or will meet prerequisite requirements 	Enroll with no application through the regular scheduling process. No additional steps are needed.
Category 1B	<ul style="list-style-type: none"> • have a projected final grade of B (82.5%) or better but • are not meeting or may not meet prerequisite requirements 	Request placement on the waitlist.
Category 2A	<ul style="list-style-type: none"> • have a projected final grade of C-/C/C+/B- (69.5-82.4%) and • a teacher recommendation and • are meeting or will meet prerequisite requirements 	Meet with your school counselor to verify the teacher recommendation and schedule your placement.
Category 2B	<ul style="list-style-type: none"> • have a projected final grade of C-/C/C+/B- (69.5-82.4%) and • a teacher recommendation but • are not meeting or may not meet prerequisite requirements 	Request placement on the waitlist.

Students who...		Procedures
Category 3	<ul style="list-style-type: none"> • have a projected final grade of C-/C/C+/B- (69.5-82.4%) and • are meeting or will meet prerequisite requirements but • do not have a teacher recommendation 	<ul style="list-style-type: none"> • Meet with your school counselor to discuss placement. • Request placement on the waitlist.
Category 4	<ul style="list-style-type: none"> • have a projected final grade of D/D-/F (0-69.4%), regardless of teacher recommendation or prerequisite status 	<ul style="list-style-type: none"> • Meet with your school counselor to discuss placement. • Request placement on the waitlist.

Links to be added to this document as they are developed:

- [ELA Waitlist Form](#)
- [Mathematics Waitlist Form](#)
- [World Languages Waitlist Form](#)
- [Student-Friendly Course Prerequisite Chart](#)
- [Social Studies Waitlist Form](#)
- [Science Waitlist Form](#)

What is the “waitlist”?

The waitlist is an opportunity for students to request an individual review of their request for placement in an advanced course from the content-area supervisor. Depending on their current standings, students who submit a waitlist request have the opportunity to provide additional documentation, including:

- standardized test scores
- work samples
- an alternate letter of recommendation from another teacher (SS, ELA, and WL / Science or Math)
- documentation of previous subject area final grades
- exam scores
- other items that the student feels demonstrates their intellectual curiosity, motivation, and academic knowledge.

Students on the waitlist may also request that their current course grades be reviewed for growth at the end of the school year. Supervisors may also reach out to students on the waitlist for an interview on an as-needed basis.