

Zionsville Community High School Request for Review of Placement

Please complete and submit this form with all information requested below to the appropriate high school department chairperson within two weeks of notification of placement decision (via school email). Late requests will not be accepted.

Send via email or U.S. mail to the appropriate department chair shown below at Zionsville Community High School, 1000 Mulberry Street, Zionsville, IN 46077		
English Department Chair	Doug Showley	dshowley@zcs.k12.in.us
Math Department Chair	Scott Kubly	skubly@zcs.k12.in.us
Science Department Chair	Cindy King	cking@zcs.k12.in.us

NOTE: Placement decisions are made based upon criteria which have proven to be good indicators of student success in high school courses. If you are requesting a review of placement, please keep in mind that you should provide evidence indicating why you believe placement should be made despite these indicators being present. English Appeals Only: Please submit 2-3 samples of your student's writing from first semester Language Arts Class. **Please know that department chairs may request additional information or assessment in addition to what you have provided in order to make the best decision for your student.**

Date _____

Appeal is requested by:

Name _____

Relationship to student _____

Appeal is requested on behalf of:

Student _____

Parent/Guardian _____

Street Address _____ City, Zip Code _____

Email address _____ Phone _____

Middle School Counselor _____

Middle School _____

Appeal is requested for placement decision in:

Content Area _____

Reasons presented for placement reconsideration:

Please sign and attach the following statements along with any samples of student work, tests, and/or other documentation you would like for us to consider.

Statements of Assurance:

I have carefully considered the feedback from my parents, teacher, and counselor. I would like to enroll in the honors program because I believe I am capable of succeeding at this level. I understand I am making a commitment to put forth the time and effort required to be successful in the honors class.

Student Signature: _____ **Date:** _____

I support my student in making this decision. We have thoughtfully considered and discussed his/her test scores, classroom performance, work habits, motivation, individual learning style, and academic needs as they pertain to his/her potential for success in high school coursework.

Parent Signature: _____ **Date:** _____