

# Pre-Requisite Appeal

## Form & Process

### *For Students Who Do Not Meet Course Pre-Requisites*

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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 Pre-Requisite 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 Pre-Requisite 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 April 18, 2013.

#### **Pre-Requisite Appeal Dates**

March 22, 2013 Submit completed application to the Principal of Davis Senior High School.  
March 25-29, 2013 Appeals reviewed.

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. List of your proposed classes for the upcoming school year
4. Completed *Student Self Evaluation Form with Personal Narrative*
5. Completed *Parent Observation Form*

Name of teacher who will complete the observation form:

\_\_\_\_\_  
The above named teacher must return their observation form to the Principal 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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Attach any examples that demonstrate your preparation for this course.

**Please send completed forms in a sealed envelope to:**

**Principal's Office @ Davis Senior High School  
315 W. 15<sup>th</sup> Street, Davis, CA 95616**

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 April 18, 2013.

Two signatures required below:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## STUDENT SELF-REFLECTION

PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Address City State Zip Code

Subject for which you are requesting placement (1 subject per form): \_\_\_\_\_

**PART I: PLEASE COMPLETE SECTIONS A through D FOR THE RELEVANT SUBJECT AREA:**

<b>A. I am a self-motivated and passionate learner. I demonstrate this through my:</b>	Almost Always	Often	Seldom
1. Determination to complete assignments effectively and efficiently			
2. Use of advanced vocabulary, incorporating it into writing or conversation			
3. Possession of an exceptional amount of factual knowledge applied accurately and reading extensively			
4. Ability to acquire new skills and concepts quickly; grasping underlying principles and making valid generalizations			
5. Desire to explore topics of personal interest beyond age level; becoming totally absorbed in an area of particular interest			
Examples:			

<b>B. I am an analytical thinker. I demonstrate analytical thinking through my:</b>	Almost Always	Often	Seldom
1. Ability to understand abstract or complex concepts			
2. Interest in challenging situations; approaching problems from varied perspectives; tackling difficult problems and issues which others may find frustrating			
3. Sense of humor reflecting advanced understanding; seeing humor in situations others find humorless			
4. Awareness of relationships; using metaphors or analogies; making mental connections			
5. Willingness to take risks; showing confidence in answers and unafraid to substantiate an opinion different from others			
Examples:			

<b>C. I am a creative producer. I demonstrate creative, productive thinking through my:</b>	Almost Always	Often	Seldom
1. Fluency and flexibility; generating divergent ideas, adapting to new situations			
2. Originality; expressing the familiar in unusual ways, offering unique solutions to problems; creating original products			
3. Elaboration; creating detailed projects; turning the simple into complex, adding details			
4. Questioning; asking complex questions; utilizing a high level of inquiry and reflection			
5. Social consciousness; concern for injustice; social issues, and moral questions beyond age level			
Examples:			

<b>D. I am highly motivated. I demonstrate motivation through my:</b>	Almost Always	Often	Seldom
1. Ability to work well independently			
2. Desire to exceed expectations; doing more than what is required			
3. Ability to work cooperatively as a team member; receptive to the ideas of others			
4. Enthusiasm for assignments; completing assignments on time or prior to due date			
5. Desire to assume leadership positions; directing others			
Examples:			

**PART II:** Attach a narrative essay describing the characteristics, abilities and/or aptitudes you possess that make you a highly qualified candidate for placement in the requested course. Be sure to cite examples where you have taken on academic challenges in the relevant subject area and the outcomes of those experiences. This narrative will be used by the Academic Appeals Committee to review your academic writing abilities and attention to detail.

**NOTE:** Applications without a Teacher Observation will not be considered. It is the student's responsibility to ask the teacher for the recommendation and to follow-up with the teacher to ensure the recommendation form has been sent.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT OBSERVATION

We appreciate your assistance in helping us determine the best courses of study and opportunities for success for your child.

### PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Subject for which student is requesting placement (1 subject per form): \_\_\_\_\_

### PLEASE COMPLETE SECTIONS A through D

<b>A. My student is a self-motivated and passionate learner. He/she demonstrate this through:</b>	<b>Almost Always</b>	<b>Often</b>	<b>Seldom</b>
1. Determination to complete assignments effectively and efficiently			
2. Use of advanced vocabulary, incorporating it into writing or conversation			
3. Possession of an exceptional amount of factual knowledge applied accurately and reading extensively			
4. Ability to acquire new skills and concepts quickly; grasping underlying principles and making valid generalizations			
5. Desire to explore topics of personal interest beyond age level; becoming totally absorbed in an area of particular interest			
Examples:			

<b>B. My student is an analytical thinker. He/she demonstrate analytical thinking through:</b>	<b>Almost Always</b>	<b>Often</b>	<b>Seldom</b>
1. Ability to understand abstract or complex concepts			
2. Interest in challenging situations; approaching problems from varied perspectives; tackling difficult problems and issues which others may find frustrating			
3. Sense of humor reflecting advanced understanding; seeing humor in situations others find humorless			
4. Awareness of relationships; using metaphors or analogies; making mental connections			
5. Willingness to take risks; showing confidence in answers and unafraid to substantiate an opinion different from others			
Examples:			

<b>C. My student is a creative producer. He/she demonstrates creative, productive thinking through:</b>	<b>Almost Always</b>	<b>Often</b>	<b>Seldom</b>
1. Fluency and flexibility; generating divergent ideas, adapting to new situations			
2. Originality; expressing the familiar in unusual ways, offering unique solutions to problems; creating original products			
3. Elaboration; creating detailed projects; turning the simple into complex, adding details			
4. Questioning; asking complex questions; utilizing a high level of inquiry and reflection			
5. Social consciousness; concern for injustice; social issues, and moral questions beyond age level			
Examples:			

<b>D. My student is highly motivated. He/she demonstrates motivation through:</b>	<b>Almost Always</b>	<b>Often</b>	<b>Seldom</b>
1. Ability to work well independently			
2. Desire to exceed expectations; doing more than what is required			
3. Ability to work cooperatively as a team member; receptive to the ideas of others			
4. Enthusiasm for assignments; completing assignments on time or prior to due date			
5. Desire to assume leadership positions; directing others			
Examples:			

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional comments may be attached.

# TEACHER OBSERVATION

PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_

Requested Course: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Subject: \_\_\_\_\_

I support the current pre-requisites. (If this box is checked, the form does not need to be completed.)

This student is seeking placement in a DHS course for which he/she does not meet one or more required prerequisite criteria.

Comparing this student with other academically adept students, check the one category that best describes classroom performance. Cite examples whenever possible.

<b>A. The student is a self-motivated and passionate learner. This is demonstrated through:</b>	Almost Always	Often	Seldom
1. Determination to complete assignments effectively and efficiently			
2. Using advanced vocabulary, incorporating it into writing or conversation			
3. Possessing an exceptional amount of factual knowledge applied accurately; reading extensively			
4. Acquiring new skills and concepts quickly; grasping underlying principles and making valid generalizations			
5. Exploring topics of personal interest beyond age level; becoming totally absorbed in an area of particular interest			
Examples:			

<b>B. The student is an analytical thinker. Analytical thinking is demonstrated through:</b>	Almost Always	Often	Seldom
1. An understanding of abstract or complex concepts			
2. An interest in challenging situations; approaching problems from varied perspectives; tackling difficult problems and issues which others may find frustrating			
3. A sense of humor reflecting advanced understanding; seeing humor in situations others find humorless			
4. An awareness of relationships; using metaphors or analogies; making mental connections			
5. A willingness to take risks; showing confidence in answers and unafraid to substantiate an opinion different from others			
Examples:			

<b>C. The student is a creative producer. Creative, productive thinking is demonstrated through:</b>	Almost Always	Often	Seldom
1. Fluency and flexibility; generating divergent ideas, adapting to new situations			
2. Originality; expressing the familiar in unusual ways, offering unique solutions to problems or questions; creating original products			
3. Elaboration; creating detailed projects; turning the simple into complex, adding details			
4. Questioning; asking complex questions; utilizing a high level of inquiry and reflection			
5. Social consciousness; concern for injustice; social issues, and moral questions beyond age level			
Examples:			

<b>D. The student is highly motivated. Motivation is demonstrated through:</b>	Almost Always	Often	Seldom
1. Working well independently			
2. Exceeding expectations; doing more than what is required			
3. Working cooperatively as a team member; receptive to the ideas of others			
4. Enthusiasm for assignments; completing assignments on time or prior to due date			
5. Assuming leadership positions; directing others			
Examples:			

# TEACHER OBSERVATION

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Additional comments: Please be as specific as possible in commenting on any characteristics, abilities and/or aptitudes of this student that you feel will impact, positively or negatively, her/his ability to meet the academic requirements of the requested course and should be brought to the attention of the Academic Pre-Requisite Committee:

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Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_