

International Baccalaureate Programme Course Change Request draft 03/02/22

Name: _____

IB Diploma

Student ID: _____

Honors CCP

Graduation Year: _____

DLP (DL Coordinator approval _____)



Policy Regarding an IB Schedule Changes: When a student forecasts for an IB DP course, they are expected to complete the entire course, whether it is one or two years in duration. Some exceptions can be made on an individual basis and require the student to proceed through the IB course change request process outlined below. If a student's request is approved, and the student has already registered for a May exam in that course, payment for that exam will be collected according to the financial agreement signed at the time of registration.

IB DP Course and Level: _____

Period: _____

Change Requested

Level change: to _____

Drop course

THIS FORM MUST BE COMPLETED IN THE ORDER LISTED BELOW:

1. TEACHER/STUDENT SUCCESS PLAN

Student and teacher must meet, determine and document a plan for success, and sign below confirming their agreement.

This step must be completed before proceeding with the Course Change Request (DLP exempt). The details of that plan are below:

Student Concern (can be filled out with support from Counselor or IB Coordinator):

Teacher Response:

Plan for Success:

(What tactics will you both employ? What supports will you use? *Be specific here.*)

Resources Available:

Teacher Signature: _____

Date: _____

Date of Success Plan Re-evaluation: _____

Student Signature: _____

Date: _____

Current Grade: _____

2. TEACHER/STUDENT SUCCESS PLAN RE-EVALUATION

The student is unable to meet our plan for success (*see above*) **or** is unable to establish a plan for success for the following reason(s):

Teacher Signature: _____ Date: _____ Current Letter Grade: _____

3. STUDENT/PARENT/GUARDIAN COMMUNICATION

I have spoken with my student and I believe they are unable to continue in the IB class for the following reason(s):
(*please be specific; if no comments are made, the form will be returned to the student*)

Parent/Guardian Signature: _____ Date: _____

4. STUDENT/IB COORDINATOR MEETING

- Student is registered for May exam in this course
- Student needs a replacement class (required if class period is mid-day)
- Student is still on track for a CCP

Notes:

IB DP Coordinator Signature: _____ Date: _____

STUDENT/PRINCIPAL MEETING (as requested by IB Coordinator)

Notes:

- Contacted teacher
 - Contacted parent/guardian
 - Contacted Coordinator
- Transcript Grade (If past two week drop window, circle one): _____ W/P _____ W/F _____

Principal Signature: _____ Date: _____

Completed form will be submitted to the student's counselor by either the IB DP Coordinator or Principal and kept on file.