

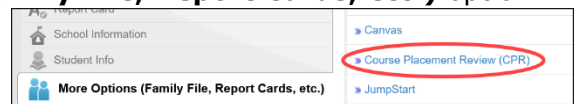
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About Course Placement Review

It is the goal of the Howard County Public School System to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. Teacher recommendations are based on multiple criteria including classroom performance, students' expressed interest, and results on standardized measures. This online form is for a parent/guardian requesting a course placement different from the recommendation.

Select Course Requests

1. Access the HCPSS Connect website.
2. On the Home page, click on the **More Options (Family File, Report Cards, etc.)** option in the left panel.
3. Click the **Course Placement Review** link.
4. A page displays the student's current recommendations for core content classes. You can select another student in the drop-down list if necessary. Note the Currently Selected Course field shows the most recent course associated for the recommendation. If you already submitted a Course Placement Review for this recommendation, it will show here.



HCPSS - Course Placement Requests

Select Student: Howe, Todd Brad (151023023) - 08 - Hammond Middle School

It is the goal of the Howard County Public School System to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. Teacher recommendations are based on multiple criteria: classroom performance, student's expressed interest, student attendance and results on standardized measures.

Student	ID Number	Current Grade	2021-2022	2022-2023
Howe, Todd	999038026	08	Hammond Middle School	Atholton High School

This section is for a parent/guardian requesting a course placement different from a teacher's recommendation.

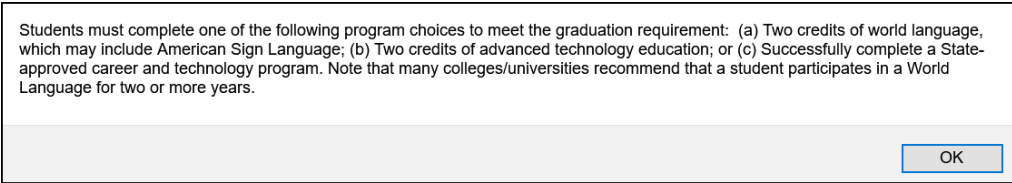
	Recommended Course	Currently Selected	Parent Request	Comments
Request History	SO-401-1-United States History	SO-403-1 US History	SO-403-1 US History-GT	Needs to be challenged
Request History	MA-463-1-Algebra II - GT	MA-463-1 Algebra II - GT	No Changes	

It is recommended that all course placement requests are submitted through Synergy. If you do not see a course option available in the drop down menu complete the fillable course placement request form and submit to your school counselor. Note that any course placement request submissions go through a review process. I acknowledge the Course Placement Review request must be submitted electronically or to your school counselor by January 18, 2022. Requests received by this date will be given priority. Requests received after this date will be accommodated if space is available.

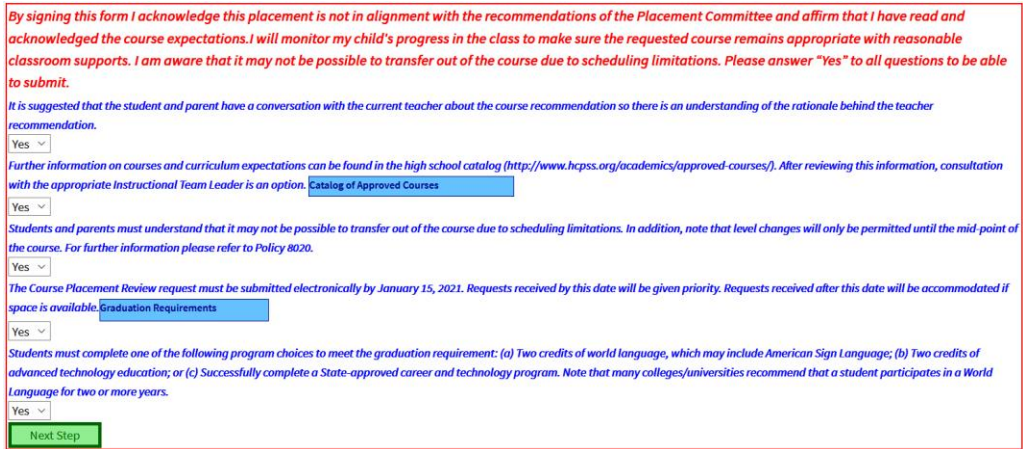
[Click here for Graduation Requirements](#)

5. Select the preferred course in the **Parent Request** column for the **Recommended Course**.
- NOTE:** If a course option is not available in the drop-down menu, parents/guardians will need to complete the fillable CPR and submit it to their school counselor.
6. Add a **Comment** if you would like to share more information.
- WARNING:** If you do try to submit a request for a course that is the same as the Currently Selected course, you will receive an error. You do not need to submit a request for a course that your child already has.

- NOTE:** There will be an option to **Drop Course** for second level of world languages. If you opt to decline the world language Level 2 recommended course, you will be prompted with a message indicating that students are recommended to take two years of a world language. Click **OK** to close the message and continue.



- Click the **Complete Review** button to continue. Review each acknowledgement.



- After reviewing each statement, select **Yes** to acknowledge that you understand. You will see different statements for middle school and high school students.

- NOTE:** You can click on the **School Catalog** and **Graduation Requirements** buttons to view more information about those items.

- After you select **Yes** for each statement, click the **Next Step** button to continue.
- Enter your name in the **Parent Signature** field and the **Date Submitted**.

- Click **Submit Request**. You will receive a message that your request has been submitted and the request will update immediately. Click **OK** to close the confirmation window.

Parent Signature:	Jane Smith
Date Submitted:	12/04/2020
Submit Request	

Repeat these steps to edit your requests as needed.

View History and Status

When you access the Course Placement Review page, click on the **Request History** button for a course to see any requests that have been submitted. Also, the Currently Selected Course field will show the most recent course associated with the recommendation.

If you have any questions, please contact the counselor at your child’s school.