

**Academic Level Change Request Form**

Turn into the HVMS Counseling Dept. (Apr. 8th- Apr. 26th)

Student's Legal Name (First and Last): \_\_\_\_\_

Grade Level for 24-25 academic year: \_\_\_\_\_

Course(s) to be Dropped:

Course(s) to be Added:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Best email to reach parent/guardian: \_\_\_\_\_

Schedules are subject to change until they go live at the end of July. Families will receive an email from KCS notifying them of the date at a later time. By filling out this form, please understand that you will not see an immediate change to your child course recommendation in Aspen for the 24-25 school year. By submitting this form, your child's end of the year academic data (final grade, TNReady scores, and teacher recommendations) will be reviewed to be considered for honors placement. You will be notified via email if your child qualifies for honors.