



Lawrence Public Schools

Grade Change Recommendation Form, Grades 1-12

The LPS entrance grade policy aims to provide an equitable structure for enrollment. However, student development can vary based on a number of distinct circumstances and opportunities. The Grade Change Recommendation is an opportunity to consider alternate grade placement to best address the academic needs of individual students.

After initial grade placement by the LPS enrollment office, the school principal, teacher or parent may subsequently investigate and recommend changes in grade placement for any student enrolled in grades 1-12. The process to recommend a change in placement must be collaborative, and include the teacher(s), school leader, the student's parent or legal guardian, and the student if s/he is 14 years of age or older. The request must also be evidence based.

DIRECTIONS:

Please complete this form in its entirety and submit to the Family Resource Center.

Date:			
School Name:			
Student LASID:		Student SASID:	
Student Name:			
Student D.O.B.:		Program Code:	
Student Grade:		Recommended Grade:	
Reason for Request			

EVIDENCE:

Please cite three or more pieces of evidence to support your request (including two local diagnostic or interim assessment results):

Evidence #1	
Evidence #2	
Evidence #3	

If this student has been identified as an English Language Learner, you must enter their WIDA score here:	
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The recommendation must have the approval of at least one of the student's teachers, the school leader and the parent or legal guardian (or student if age 18 or older).

School Leader: _____ Date: _____

Teacher: _____ Date: _____

Parent/Guardian (student 18 or older): _____ Date: _____