

EPI CHANGE IN PLACEMENT REQUEST

We understand that sometimes EPI students feel that he or she has been placed in a class that does not suit their English ability. Please read the information below concerning EPI's procedure for requesting placement changes.

Requests to Move DOWN a Level:

1. Continue to go to class EVERY DAY. You may change your mind and decide this class is the best for you.
2. On or BEFORE Thursday of Week 2, tell your teacher if you still want to move down. Your teacher will meet with other EPI faculty (teachers) to consider your request.
3. The EPI faculty will meet to consider your request to change class. Your WG teacher will tell you of the decision Monday of Week 3.

NOTE: **Please consider your request VERY carefully.** If the EPI faculty agrees to allow you to move, it may NOT be possible for you to return to your class if you find your new class too easy.

Requests to Move UP a Level:

1. Go to your assigned class every day. Your teachers will evaluate your English ability for the next several days. If you do not come to class, your teacher will not know if you are able to move to a higher level.
2. Do all your homework. If you are absent from class or if you do not do homework or other assignments, you will not be allowed to move up. (The faculty must have some indication of your ability and motivation in order to make a decision about your placement).
3. Tell your teacher that you want to move to another class **ON OR BEFORE** Thursday, Week 2.
4. The EPI faculty will meet to consider your request to change classes. Your WG teacher will tell you of the decision on Monday, Week 3.

NOTE: YOUR TEACHER WILL HANDLE YOUR REQUEST. Do NOT make appointments with Mark Porter or Dr. Curtis before Monday, Week 3.

EPI CHANGE IN PLACEMENT REQUEST FORM

Last Name _____ First Name _____

EPI ID: 600 – 0__ – ____ Teacher Name: _____

I want to change from **WG RV SL** _____ to _____
 (circle the correct class) (level) (level)

Last term:

WG RV SL Teacher _____ Grade _____ Attendance _____

THIS term:

Attendance: I have attended _____ of _____ classes.

(If you have not attended at least 80% of classes so far, you will NOT be moved.)

Classwork/Homework: I have completed 100% 90% 80% 70% 60% 50% 40% my class/home work.

(If you are not doing your classwork, you will NOT be moved.)

Why should you change classes:

 Student signature

 Date

Your teacher will complete the rest of this form.

Attendance: This student has missed _____ of _____ classes.

Class performance:	above Average	Average	Below Average	Not Done
This student's classwork is:	()	()	()	()
This student's homework is:	()	()	()	()
This student's tests/quizzes are:	()	()	()	()
This student's participation is:	()	()	()	()
This student is (in the):	top 10%		middle of the class	bottom 25%

NOTES: _____

Teacher recommendation	Definite	Yes	Move: No discussion			
	Discuss		Need more input			
	Retesting	Yes	No change No discussion BUT allow:	ACP	W/S	OI
	Definite	No	No change No discussion No retesting			

 Teacher Signature

 Date