



**West Essex Regional School District
Guidance Department**

Summer Advancement Request - Due June 3, 2024

Please complete the below information to be considered for approval to take a summer course for advancement. Criteria for approval for Summer Advancement courses are determined by the appropriate content supervisor. Students can only take courses at an approved school and cannot take online courses. Students/Parents are responsible for enrolling in the course and submitting payment once this request has been processed at WERSD. **Please be aware: Some courses require the completion of a state-mandated assessment and/or WEHS exam.**

Student Name: _____

Advancement Course Name: _____

Summer School Site: _____

Dates & Times: _____

Current School Year: _____ **Current Grade Level:** _____ **Current Course:** _____

Planned Course & Level (CPA, Honors, AP) for SY 23/24 upon successful completion of summer course:

*In order for the course to be added to the student’s transcript, the course must be taken at an approved school and not online. After successful completion, credits will be given and the grade will appear on the transcript, but not calculated in the GPA.

*Please be aware: Some courses require the completion of a state-mandated assessment.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

For Office Use:

Current Course & Current Average: _____

State Assessment Required*** Yes No

Content Supervisor Signature: _____ **Date:** _____

Approved Denied **Reason:** _____

Director of Curriculum & Instruction: _____ **Date:** _____

Approved Denied **Reason:** _____

Director of Guidance Signature: _____ **Date:** _____

Approved Denied **Reason:** _____

WEHS Principal Signature: _____ **Date:** _____

Approved Denied **Reason:** _____

After Course Completion:

- Course Placement for upcoming September: _____
- Notified High School Guidance Counselor for schedule change: Yes No
- Date Changed in Genesis: _____