

# GLEN ROCK PUBLIC SCHOOLS

Guidance Department  
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Greetings -

Occasionally, during the process of scheduling courses for next year, students wish to take a different course than the one for which they have been recommended. In that case, they must appeal for permission to take the desired course, using the Course Appeal Process outlined below:

- **If you wish to appeal a course placement, YOU (the student) must write a letter of appeal.**
- **This letter should be addressed to Mr. Arlotta, but must be given to your Guidance Counselor.**
- **This letter should include both the course for which you have been recommended and the course for which you wish to be considered.**
- **This letter should also include specific reasons that you feel you qualify for the desired course.**
- **Counselors will forward the letter to Mr. Arlotta for his consideration.**

\*\*\*Please note: All appeals must be filed with the counselor no later than April 21, 2017.

Please be sure to research the course you desire to take, and be sure that you feel adequately prepared to handle the challenges that it may provide.

As always, if you have questions, you may speak with your Guidance Counselor.

Best wishes for continued success in your studies!

Regards,

Lawrence Wolff  
Director of Student Personnel Services.