

MONTGOMERY COUNTY PUBLIC SCHOOLS

Request for Approval to Complete a Course as Satisfactory (SY) or Unsatisfactory (SN) for Middle School Courses (FOR SCHOOL YEAR 2020-2021 ONLY)

Office of Teaching, Learning, and Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

INSTRUCTIONS

This form should be used to request that a course be taken for satisfactory credit (SY)/ unsatisfactory (SN) (also commonly known as pass/fail instead of a letter grade) for the 2020-2021 school year. This option is not available in content areas with external assessments in English, math, science, and social studies in all grade levels and high school courses taken in middle school. **Note:**

- The grade of SY (credit) or SN (no credit) will be recorded on both the student's report card and on the student's transcript.
- The request to take a course as SY/SN must be made no later than the first week of the second marking period of the semester. Once approved, this is considered final and cannot be applied retroactively at the end of the course.
- No more than two courses may be SY/SN in the same semester.
- A grade of SY or SN in a course will not be included in calculating the marking period average or considered for academic eligibility purposes.
- The student is required to meet all attendance and academic requirements for the course. The teacher will maintain a letter grade equivalent in the electronic grade book.
- Use this form for approval after consulting with the school counselor about graduation requirements, college admissions, and/or other post-secondary options.

PART 1: STUDENT INFORMATION (TO BE COMPLETED BY THE STUDENT/PARENT/GUARDIAN)

Student Name _____ MCPS Student ID: _____

School _____ Grade _____

Home Address _____

Phone _____ - _____ - _____

Does the student have an IEP or 504 Plan? Yes No

Is the student receiving ESOL services? Yes No

Course(s) requested for grade of Satisfactory (SY)/Unsatisfactory (SN): *(no more than two)*

COURSE NAME	COURSE CODE	TEACHER NAME

PART 2: SIGNATURES (TO BE COMPLETED BY THE STUDENT/PARENT/GUARDIAN)

We, the undersigned, understand that by signing this form we agree to guidelines for satisfactory/unsatisfactory for the courses designated on this form.

Signature, Student _____ Date _____ - _____ - _____

Signature, Parent/Guardian _____ Date _____ - _____ - _____

PART 3: REVIEW BY SCHOOL COUNSELOR

Reviewed

Recommend **OR** Do Not Recommend

Signature of School Counselor _____ Date _____ - _____ - _____

PART 4: APPROVAL

Approved

Not Approved *If not approved, please explain* _____

Signature of Principal or Designee _____ Date _____ - _____ - _____

PART 5: FORWARD TO REGISTRAR. RECORD IN ELECTRONIC TEMPLATE PROVIDED TO SCHOOLS.