

RECOMMENDED COURSE PLACEMENT FORM
STAPLE A FINAL MARKBOOK COPY OF STUDENT'S MARKS TO THIS SHEET

Part 1: To be completed by the subject teacher for each student who fails a course

Name of Student _____ Course _____ * see attached markbook copy

Subject Teacher _____ Final Mark _____ *

Recommendation: ☐ Repeat the Course ☐ Summer /Night School ☐ Level Change ☐ Potential Credit Recovery Candidate

Reasons for Failure and Recommendation: (check **all** that apply)

- | | |
|---|--|
| <input type="checkbox"/> Excessive absences
Subject Absences: _____ Lates: _____ | <input type="checkbox"/> Difficulty with subject material |
| <input type="checkbox"/> Little or no homework completed | <input type="checkbox"/> Did not complete/Failed the Summative |
| <input type="checkbox"/> Poor test results | <input type="checkbox"/> Did not write/Failed the Final Exam |
| <input type="checkbox"/> Assignments not submitted | <input type="checkbox"/> Did not seek help |
| <input type="checkbox"/> Learning Skills challenges | <input type="checkbox"/> Other : _____ |

Subject Teacher signature _____ Date _____

Note: Where credit recovery is recommended the Subject Teacher is asked to provide a completed Credit Recovery Profile specific to this course to the Credit Recovery Team designate.

Part 2: To be completed by the Guidance Counsellor (with Student Success / Credit Recovery Team)

Action Taken: *please check all that apply*

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Student Notified | <input type="checkbox"/> Summer /Night School | <input type="checkbox"/> Timetable Adjusted | <input type="checkbox"/> Notified Student Success Team |
| <input type="checkbox"/> Credit Recovery Approved | <input type="checkbox"/> Credit Recovery Not Approved | | |

Note: Final recommendation for Credit Recovery Program placement is determined by the Credit Recovery Team

Counsellor's signature _____ Date: _____ Principal signature (if credit recovery approved) _____ Date: _____

In exceptional circumstances, prior to making a determination, the Credit Recovery Team may wish additional information from the Subject Teacher who has not recommended credit recovery. In this case, the Principal, or designate, may require the subject teacher to submit additional information.