



Summer Course for Advancement Request
Form Due to Guidance Counselor June 6, 2016
Course Must be Completed by August 5th, 2016

Student _____

Grade: _____

Guidance Counselor _____

(One Request Per Form)

Summer Course for Advancement	Next Year Course Request

Eligibility Requirements

In order to be eligible for enrollment in a summer course, students must meet one of the following requirements:

- Students currently enrolled in an Honors level course, must have an average of 83 or better.
- Students currently enrolled in a standard (non-honors) course must have an average of 93 or better.

Course Requirements

Please note that all summer courses for advancement or acceleration must meet the following criteria:

- The course title or description must state that the course is designed for advancement, acceleration, new work or original credit;
- The course curriculum must be designed to cover the concepts of a full-year course for full year credit or a half year course for half year credit;
- The course must be taken in person/face to face at an accredited High School, College or a Fort Lee Board of Education approved program. The following schools have been Board approved: **Bergen Community College, Bergenfield High School, Bogota High School, Dwight Englewood High School, Paramus High School and Paramus Catholic High School.**
- The course must receive the approval of Lewis F. Cole Middle School Administrator.
- Online learning opportunities will **not be accepted.**

In order to earn advanced credit for a summer course and to gain entrance to the next level of a course sequence, the student must receive at least an 80% for the course in accordance with the Lewis F. Cole Middle School grading policy. If the student receives less than 80% or withdraws from the course, he/she will not be eligible to test and will not earn entrance to the next course level. If the student receives a passing grade, he/she will then be eligible to take the LFCMS Placement test. Students must score an 85% or above on the placement test to advance. The LFCMS Guidance Department must receive an Official copy of the summer school transcript directly from the school prior to **August 15th, 2016**. Requests to pursue advancement in more than one course must receive the approval of a LFCMS Administrator.

Approval Process

In order to receive approval for a summer course for advancement, acceleration, new work or original credit, parents must submit the following to their child's Guidance Counselor BY June 4th, 2016: a completed and signed **Summer Course for Advancement Request Form**, and an original copy of the school's course description that includes the course title, the start and end date for the course, and the time that the course will meet each day (either the total number of hours or the start and end time) if the course is being taken in another school. Requests for approval will not be processed without all of the aforementioned information.

Important Reminders

All summer advancement courses must be completed by August 5th, 2016. Parents are reminded that the Fort Lee Board of Education is not responsible for any costs, fees or cancellations of summer courses. Please note that courses taken out-of-district may not be identical to those offered at LFCMS. It is the student's responsibility to do whatever independent study is necessary in order to prepare him/her for the next course in the LFCMS sequence. It is also important to note that out-of-district course may not be offered at the Honors level, and may therefore not prepare students completely if they plan on enrolling in the next Honors level course. Students must be prepared to take the LFCMS placement test to ensure all concepts were covered over the summer and entrance into the next course is appropriate.

Name of Summer School: _____

Summer School Address and Phone #: _____

My signature indicates that I have read, understand and agree to the terms of this request.

Parent Signature _____ Date _____

Student Signature _____ Date _____

****This area is for use by the Guidance Department****

Current Year Math or Science Course	Next Year Course Recommendation from Teacher
Date form received: Present academic achievement (average) _____ Counselor's Signature:	Administrator's Signature for Approval: