❗ =*Warning*　　🕐 =*Timesaver*　　✉ =*Note*

About Course Placement Review

It is the goal of the Howard County Public School System to prepare students for lifelong learning by taking the most challenging courses in which they can be successful. Teacher recommendations are based on multiple criteria including classroom performance, students' expressed interest, and results on standardized measures. This online form is for a parent/guardian requesting a course placement different from the recommendation.

Select Course Requests

1. Access the HCPSS Connect website.

2. On the Home page, click on the **More Options (Family File, Report Cards, etc.)** option in the left panel.

3. Click the **Course Placement Review** link.

4. A page displays the student's current recommendations for core content classes. You can select another student in the drop-down list if necessary.

5. Select the preferred course in the **Parent Request** column for the **Recommended Course**. You can add a **Comment**.

✉ **NOTE**: There will be an option to **Drop Course** for second level of world languages. If you opt to decline the world language Level 2 recommended course, you will be prompted with a message indicating that students are recommended to take two years of a world language. Click **OK** to close the message and continue.

⚠️ **WARNING**: If no course is available to request, no options will be listed.

✉️ **NOTE**: Parents of rising 7th and 8th graders should click on the **Read G/T Expectations** button and review the G/T program information. Click the **I Understand** button to proceed.

6. Click the **Complete Review** button to continue. Review each acknowledgement.

7. After reviewing each statement, select **Yes** to acknowledge that you understand. You will see different statements for middle school and high school students.

✉️ **NOTE**: You can click on the **School Catalog** and **Graduation Requirements** buttons to view more information about those items.

8. After you select **Yes** for each statement, click the **Next Step** button to continue.

9. Enter your name in the **Parent Signature** field and the **Date Submitted**.

10. Click **Submit Request**. You will receive a message that your request has been submitted. Click OK to close that window.

Repeat these steps to edit your requests as needed.

⚠️ **WARNING**: If you requested to decline a Level 2 World Language recommended course, you will not be able to resubmit a CPR for that course if it has been reviewed or processed by the school.

View History and Status

When you access the Course Placement Review page, click on the **Request History** button for a course to see any requests that have been submitted and the status of those requests.

- **Submitted** – The request has been submitted by the parent.
- **Ready to Process** – The counselor and administrator are in the process of reviewing the Course Placement Review request.
- **Processed** – The request has been processed, and the new course request has been added to the student's schedule.
- **Denied** – The request cannot be processed.

If you have any questions, please contact the counselor at your child's school.