

# Immaculate High School

## **Procedure for Submitting a Parental Override Form at the End of the Year:**

If you were informed that your student did not achieve the prerequisite grade for a class that he/she is registered for for the 2010-2011 school year, you need to do the following:

To remain in the class, the parent & student need to complete the Parental Override Form which is available on the Immaculate website.

Download the form and either drop it off to the Guidance Office **or mail it in to the attention of the Registrar**. (The counselors are not in the Guidance Office after June 30<sup>th</sup>.)

If the Guidance Office has not received the Parental Override Form by July 15<sup>th</sup>, the course will be removed from the student's schedule and an alternate course will be substituted and a revised schedule mailed home.