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**Change of Level Request Form: WRITING 001**

(this section to be filled out by the student)

## Name: Date:

Current Class: Teacher:

Requested Class: Teacher:

I have spoken with my current teacher (circle one): Yes / No

I want to (circle one): move up / move down

I believe I have mastered the following WRG 001 Student Learning Outcomes (check the box ☑):

WRG 001 A-SLOs

* Use a course management system, such as Joule or Canvas
* Complete a sample form or application, such as job applications, school registration forms, medical forms, etc.
* Write simple sentences and questions using correct word order
* Use sight words and practiced vocabulary correctly in a written text
* Use proper basic mechanics of capitalization and punctuation
* Write a simple paragraph of 3-5 sentences on a single topic, a personal opinion or an experience, following a model
* Write a note of personal introduction with phrases or short sentences

WRG 001 B-SLOs

* Write simple sentences and questions, with consistently correct word order and mechanics
* Begin using coordinating conjunctions, like “but” and “and,” to write compound sentences, allowing for some errors
* Use pre-writing strategies, including note-taking, outlining and graphic organizing, as part of the writing process
* Write instructions or directions with some detail, following a model
* Write short formal and informal emails related to familiar, everyday things
* Write longer, more detailed paragraphs on a variety of familiar topics

(this section to be filled out by the teacher)

Teacher’s Comments:

Teacher recommendation: 🞎 remain in level 🞎 change level

Current Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_

Level change: 🞎 approved 🞎 denied

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_