

SCHEDULE CHANGE REQUEST FORM 2021-2022

(*) - indicates a required field to complete in order to process your request

*Name _____ *Counselor _____

*Your home telephone number _____ *Your email address _____

Grade: 9 _____ 10 _____ 11 _____ 12 _____

(MUST PROVIDE A WORKING PHONE NUMBER AND EMAIL ADDRESS)

Note: If you are requesting a change of level in a course, you must contact the Content Area Supervisor.

Guidance personnel cannot make level changes.

****Outlined below are the ONLY acceptable reasons for course changes during the Drop period. Requests for elective changes will not be honored due to the limited number of seats available at this time.****

- Course failures that prohibit progress to the next sequential course.
- Summer (enrichment) courses that allow progress to the next sequential course.
- Scheduling error or an incomplete schedule (fewer than 40 credits for underclassmen).
- Senior students who are in need of a course(s) to fulfill graduation requirements.

Please indicate whether or not your current schedule includes a "conflict" OR is missing one or more full-year English, math, science, social studies, or world language courses. (Please check the appropriate category below)

Please select one of the following:

***My schedule:** 1.) Has a course that I previously passed _____ 2.) Has a schedule conflict _____
3.) Is missing a major subject _____ 4.) Is missing a **REQUIRED** elective _____

Explain:

Please **remove** the following **core** course(s) from my schedule.

(i.e.) Geometry _____

Please **add** the following **core** course(s) to my schedule: (please see example below)

(i.e.) Algebra II _____

Please sign below. Your signatures indicate that you are agreeing to the above schedule change

*Student signature _____ Date _____

*Parent/guardian signature _____ *Contact phone # _____
(REQUIRED) (REQUIRED)

All requests must be delivered (in person or via email) directly to the appropriate school counselor for processing. Electronic copies with appropriate signatures are acceptable