

Semester 1 Schedule Change Window – August 23 through August 29, 2018.

Schedule changes will be prioritized based upon academic necessity (ex. missing a required class). Our goal is to maintain balanced class sizes and use limited resources wisely. ***Please complete this form in its entirety*** and be as specific as possible to expedite your request.

TURNING IN THIS FORM DOES NOT GUARANTEE A CHANGE WILL BE MADE. CHANGES ARE NOT IN EFFECT UNTIL THE STUDENT RECEIVES A REVISED SCHEDULE OR NOTIFICATION FROM THE COUNSELING OFFICE.

PLEASE FOLLOW YOUR CURRENT SCHEDULE TO AVOID ATTENDANCE ISSUES.

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Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Request \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

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Schedule changes must meet one or more of the following academic reasons.

Please select the reason for your request:

- Missing a required class
- Multiple classes per hour
- Completed scheduled course during Summer School
- Change needed based on documented disability
- Change needed to make up a class that was previously failed
- PE change to meet your Health & Fitness goals/needs
- Add an elective
- Drop a class (please be specific which class and why – parent signature required)

Please describe your request in detail. If dropping a class, please note what course you'd like to add to replace the credits.

Student Signature (required)

Parent Signature (required for dropping a class)

Thank you for completing this form. It provides helpful information to assist in the prioritization and decision-making process. **The deadline for schedule changes is Wednesday, August 29 at 3:00 pm.**