

REQUEST FOR SCHEDULE CHANGE

If you have a legitimate reason for a schedule change, fill out the information below, have a parent sign it, and return it to the counseling office from **Dec. 7 through Dec. 11 at 3:00 pm**. Continue with your current schedule until a change has been officially approved. There is a \$50 charge for all schedule changes. **Please attach payment to the completed form.**

Legitimate reasons for a schedule change include:

1. Student has already received credit for the course.
2. Student has not passed the prerequisite course (example: student cannot take Chemistry without having passed Algebra I; or Spanish II without having passed Spanish I)
3. Student's schedule has a missing class or period.

Only elective courses will be considered. Changes will not be made to rearrange a student's schedule by periods or to make a teacher change.

Name _____ Date _____

Telephone Number _____ Your Grade Level in 2020 - 2021 _____

Email Address _____

I wish to **DROP** _____

And **ADD** _____

OR _____

because _____

Parent's Signature

Guidance Counselor's Signature
(Graduation credits and diploma requirements must be approved by a counselor.)

Core Subject Teacher's Approval Signature
(Change is pending room availability in course)

Denied _____

Approved _____

Assistant Principal's Signature