

SCHEDULE CHANGE/UPDATE

NAME _____ GRADE _____ DATE _____

All schedule requests must be submitted on this form. The master schedule of course offerings (teaching assignments) is arranged each year to accommodate the student requests made during the spring registration of the previous school year. Since the master schedule is designed based on student interests, changes after its creation will be limited.

Changes will generally be made for the following reasons. Please check the reason that best describes your request.

- 1) ___ A senior needs to make a change to meet graduation requirements.
- 2) ___ A teacher and student request a more appropriate level of a subject for the student.
- 3) ___ A technical error was made in the schedule.
- 4) ___ The course has been completed in summer school.
- 5) ___ Prolonged illness where an excessive absence makes a normal load too heavy.
- 6) ___ To balance classes. (Example: Two study halls 1st semester and none 2nd semester).
- 7) ___ An IEP plan necessitates the change.
- 8) ___ Drop a study hall to add a class if space is available.
- 9) ___ Student wants removed from class with a grade of WF (Withdraw Fail).
- 10) ___ Other

Courses may be dropped or added for one of the above reasons before the school year starts when the counselors are in the office. Courses may only be added during the first ten days of the semester. A course may be dropped prior to the end of the first nine weeks of school as long as dropping the class will not result in the student taking less than five eligible classes. If a course is dropped for any reason after the first nine weeks, the student will receive an "F" for the course whether they are passing or failing at the time of the drop.

Course(s) to be dropped:

Course(s) to be added:

WARNING: Dropping a course may endanger your athletic ability. To be eligible to participate in co-curricular activities you must be enrolled in five classes each semester excluding physical education, PE Conditioning, or transition support.

Please have your parent/guardian sign and date this form. Continue to follow the schedule you have until we meet with you or get the new schedule to you.

Parent's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Administration's Signature: _____ Date: _____