



## 2018-2019 SJCP SCHEDULE CHANGE REQUEST FORM

Use this form if you notice an error or problem with your schedule.  
For example:

\* Incomplete Schedule \* Duplicate Class \* Missing Required Class \* Course Level is Incorrect

All forms must be turned in by June 14<sup>th</sup>. If submitting after June 14, requests will be considered after August 15.

Student Name \_\_\_\_\_ '18-'19 Grade \_\_\_\_\_

Student Email \_\_\_\_\_ Student Phone # \_\_\_\_\_

\*Schedule Change Responses will be emailed to student and parent, so be sure to check your email!\*

Name(s) of the class(es) you wish to **DROP**:

Period

Reason

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of the class(es) you wish to **ADD**:

Period

Reason

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\*Required - Parent Signature approving schedule change

\_\_\_\_\_  
\*Required - Parent email and phone number

**Please list Summer Credit Earned:**

**Policy for Course Change and Course Drop:** Class changes and drops are only permitted within the first 2 weeks of the semester and **must** have parental and counselor or administrator approval. Valid reasons for class change include incorrect placement in a level (e.g. math) or missing a required class.

**Please Note: Completion of a Schedule Change Request Form does not guarantee a schedule change.** Changes may alter the periods, courses and teachers displayed on your current schedule. Your counselor may be able to make a change immediately if you provide sufficient information. Otherwise, you may have to wait for an appointment. **Print neatly!** If we can't read your writing, this request may be delayed. **Please turn in this form ASAP and no later than June 14. If submitting after June 14, requests will be considered after August 15.**

**\*Last names A-J: turn in to Mrs. Anders or email it to [panders@saintjohnsprep.org](mailto:panders@saintjohnsprep.org)**

**\*Last names: K-Z turn in to Mrs. Hoehn or email [jhoehn@saintjohnsprep.org](mailto:jhoehn@saintjohnsprep.org)**