

# Centennial Jr. High Class Change Request Form 2021-2022

Complete this form. Remember that some requests cannot be accommodated due to class sizes. We do not make class changes to be with friends or for specific teachers. If we are able to make the change, a \$10 class change fee will be added to your student's account.

### Steps for Requesting a Schedule Change:

1. Print and review your schedule from MyDSD
2. **If** a change is needed, view the class options on the Centennial website (go to Parents & Students – Counseling Center - Course Requests & Descriptions [left hand column]).
3. Complete this form with the information and signatures requested.
4. Save, scan or take a picture of the form with your phone (it will need to be sent actual size).
5. Send completed form to your student's counselor.
6. Your counselor will get back with you.

**Remember not all requests will be possible. Counselors will do what they can to assist you.**

A to G - mmcquiston@dmail.net    H to O - bjacobs@dmail.net    P to Z - krobb@dmail.net

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Student Name \_\_\_\_\_

Student # \_\_\_\_\_

Phone Number \_\_\_\_\_

**1<sup>st</sup> Class to drop:** \_\_\_\_\_

**Class to add:**

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**2<sup>nd</sup> Class to drop:** \_\_\_\_\_

**Class to add:**

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

*Office Use Only:*

Change Made \_\_\_\_\_

Date: \_\_\_\_\_

\$10 fee paid \_\_\_\_\_

Not Possible: \_\_\_\_\_

N/C School: \_\_\_\_\_

\$10 fee added MYDSD \_\_\_\_\_