Daniel Hand High School
STUDENT APPEAL FOR A CHANGE IN SCHEDULE

****You must follow your current schedule until this change is approved by all appropriate faculty members****

Student: _____ Grade: ____ Date: _____ Previous Override? Yes/No Course: _____

If this form is not signed & returned within 2 days the counselor and administrator will make the appropriate changes

Request to:

( ) Drop Course Name/Level: _____

☐ Check here if this course was an override. If so, please review your Override Request Application for important information related to dropping a course.

( ) Add Course Name/Level: _____

☐ Check here if this course is an override. If so, please complete the Override Request Application.

Deadlines for ADDING a course: (Some courses may vary; please see counselor for details. This does not include dropping a level in the same course.)

- 1.50 credit courses must be added within the first 30 school days of the course.
- 1.00 credit courses must be added within the first 20 school days of the course.
- 0.50 credit courses must be added within the first 10 school days of the course.

*Requests to add a course after the deadline will be reviewed by the School Counseling Coordinator and Principal.

Deadlines for DROPPING a course:

- 1.50 credit courses must be dropped by the Trimester 2 mid-point of the course.
- 1.00 credit courses must be dropped by the end of the first Trimester of the course.
- 0.50 credit courses must be dropped by the mid-point of the course.

PLEASE NOTE IF DROPPING A COURSE:

- If a student drops a course prior to the withdrawal deadline above, the course will not appear on the student's transcript or permanent record.
- If a student drops a course after the withdrawal deadline above, the course will appear on the student's permanent record and transcript. "WP" will indicate the student was passing at the time of withdrawal, and a "WF" will indicate the student was failing at the time of withdrawal.
- If dropping a course results in a level change (ie changing from a Level 2 course to a Level 3 course), deadlines may vary based on approval and course availability. (This does not apply to AP courses).
- A change in schedule may be made only if there is evidence of earnest and consistent effort on the part of the student to meet all expectations of the course and the terms for an override are met.
- No course drop will be considered unless the student schedule maintains the minimum enrollment requirements.

Student Explanation: _____

_____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Comments (*include previous grades if necessary*): _____

_____

Counselor Name: _____ Initial: _____ Date: _____

Current Teacher Comments: _____

Teacher Name: _____ Initial: _____ Date: _____

Administrator Decision/Signature: _____ Approved _____ Denied _____ Date: _____

MW Updated 10-7-2021