



Nonnewaug High School

5 Minortown Road
Woodbury, CT 06798
Telephone Number (203) 263-0253
Fax (203)263-6928

RECEIVED

Date:
Time:

SCHEDULE CHANGE REQUEST FORM

Student Name: _____ YOG: _____ Date: _____

School Counselor: _____

Requested class to be changed: _____

Reason for change: _____

***Parent Signature:** _____

REQUIRED

List the following information so your counselor may contact you:

Study Hall _____

Lunch period _____

E-mail _____

Cell number _____

For office use:
Counselor: _____
Date: _____
Notes:

Please note school policy:

COURSE SELECTION

NHS begins the course selection process in February of the current year. In order to build a schedule that has balanced class sizes, student course selections for the following year must be finalized by June 1st. Students have from February through May to make changes or adjustments to their course selections for the next school year. Requests to add courses after June 1st will be honored only if there is an open period in the student's schedule and if there are open seats in the course. For detailed information regarding course addition or withdrawal, please see the Program of Studies for our complete policy.

COURSE CHANGES AFTER THE SCHOOL YEAR BEGINS

Changes will not be made to switch teachers or period assignments of classes. If a course change would remove a necessary course, reduce the number of academic credits to an unacceptable level, or be implemented for the sole purpose of obtaining early dismissal, the change is not considered to be in the student's best educational interest. Such changes will not be approved. Requests to change course sections within the same level are not permitted. To initiate a schedule change, the student must meet with his/ her school counselor and discuss the reason for the change. If the counselor agrees that a change has valid educational reasons, the student will be given a Change Request Form to begin the process.

Course change requests made after June 1st will be made on a first come first serve basis. All requests for a change in course or level will be logged in at the School Counseling Office as they are received. All seats will be filled and a waiting list will be developed should the number of requested changes warrant such action.

No classes will be added if class is at capacity or it impacts the rest of the student's schedule.