

# SCHEDULE CHANGE REQUEST FORM

(\$10.00 CHARGE)

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

STUDENT # \_\_\_\_\_ GRADE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

I would like to change:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Alternate: \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

(use other side, if necessary)

Students at Millcreek Junior High register for classes in the Spring and from that registration we create a schedule for each student. In addition, we work to create a balanced teaching load, which is desirable and needs to be maintained. Therefore, changes will only be allowed where extenuating circumstances are documented and reviewed according to your current schedule. Some class changes may need teacher approval.

- I have attached a check in the amount of **\$10.00** for this class change. I understand that this will be returned if the change is not made or if this change is necessary because of an error on the part of the school.
- I authorize MJH to put the **\$10.00** class change charge on my students's my.DSD account, and I will pay it there. I understand I will not be charged if the change is not made or if this change is necessary because of an error on the part of the school.

\_\_\_\_\_  
PARENT SIGNATURE