

Extraordinary Circumstances Schedule Change Request

If extraordinary circumstances exist, a student may petition to request a schedule change by applying through their guidance counselor. An “Extraordinary Circumstances Schedule Change Request” form must be completed. It is the responsibility of the student to secure the form, arrange to have the appropriate sections filled out by the appropriate people, and return the form to their guidance counselor. Written statements by the student, the student’s parent, the guidance counselor, the affected teacher, and the student’s assistant principal are included on the form. The petition will be presented to the GHS Department Chairs for consideration.

Student Name _____ Date _____

Schedule Change Request _____ Teacher _____

1. Student’s statement outlining reasons for request to change their schedule.

Student signature _____

2. Teacher’s recommendations:

Teacher signature _____

3. Parent/Guardian statement concerning request:

Parent/Guardian signature: _____

4. Guidance Counselor's Recommendation:

Guidance Counselor signature: _____

5. Assistant Principal's Recommendation:

Assistant Principal signature: _____