

SCHEDULE CHANGE REQUEST

CHECK MARK ONE BELOW:

- PRIOR TO JUNE 1ST
- JUNE 1ST OR AFTER, MUST HAVE A LEGITIMATE REASON.

- Mrs. Marshall, Counselor for Career Tech
- Ms. Van Wey, Counselor for A – L grades 10, 11, 12
- Ms. Hollie Stuffle, Counselor for M – Z grades 10, 11, 12
- Mrs. Katie Marko, Counselor for 8th grade A – L & 9th grade
- Mr. Bryan Rector, Counselor for 7th grade & 8th grade M - Z

LEGITIMATE REASONS (CHECK MARK BELOW):

- Needing a required course
- Not having scheduled the minimum number of courses
- An unbalanced schedule
- Meet athletic eligibility requirements
- Adding a preferred class if the student has an open period and seats are available
- Course level changes (This request will be a team decision starting with teacher permission and signature)
- Wrong class on schedule
- Dropping a class that is over the required number of courses to add a study hall (12th grade requires 5 classes; 9th – 11th grade requires 6 classes) requires parent permission and signature.

YOU NEED TO FOLLOW THE SCHEDULE YOU WERE ASSIGNED UNTIL YOU RECEIVE A NEW ONE.

DROPPING CLASSES:

- Students will have **five (5) school days** to **change** their schedule, with an above **legitimate reason**.
- Students may **drop** a class that is **over** the required number of courses for a study hall/privilege within the **first 20 school days** of the course.

NAME: _____

CURRENT GRADE LEVEL: _____ DATE: _____

DESIRED CHANGE:

TEACHER SIGNATURE FOR COURSE LEVEL CHANGE: _____

PARENT/GUARDIAN SIGNATURE: _____