

Glen Cove High School Guidance Department: REQUEST FOR SCHEDULE CHANGE

Student's Name _____ Grade: _____

Course(s) to be ADDED:

Course(s) to be DROPPED

<u>Period</u>	<u>Course Title/ Teacher</u>	<u>Period</u>	<u>Course Title/Teacher</u>

Reason for Schedule Change:

1. Signatures of Approval:

- STUDENT'S SIGNATURE _____ Date _____
- PARENT'S SIGNATURE _____ Date _____

2. Teacher's Section:

- **DROPPING COURSE TEACHER:** ___ Approve ___ Deny

Comment: _____

Teachers Signature: _____ Date _____

- **ADDING COURSE TEACHER:** ___ Approve ___ Deny

Comment: _____

Teacher Signature: _____ Date: _____

3. Coordinators Section:

- Coordinator's Signature: _____ Date: _____

4. Counselor Section:

- Counselor's Signature: _____ Date Received: _____

5. Principal Section:

- Principal's Signature: _____ Date: _____

SCHEDULE CHANGES ARE NOT FINAL UNTIL THE STUDENT RECEIVES A NEW SCHEDULE PRINTOUT.

CLASS DROP/ADD PROCEDURES

ADD/DROP COURSE POLICY:

All students intending to add a course or drop a course once the school year has begun need to be aware of the following:

- **No half-year course will be added or dropped after the first 10 days of school.**
- **No full-year course will be added or dropped after the first mid-marking period progress report.**

If a drop occurs after the above-referenced time, a “WP” (withdraw pass) or a “WF” (withdraw fail) will appear on the transcript, depending upon the student’s current average in the course.

Students who are granted permission by the counseling office to change a class, must follow these procedures before dropping/adding a class. A student is not officially dropped or added until he/she has followed this procedure.

**All drops and adds are subject to the Class Schedule Changes guidelines as stated in the Student/Parent Handbook.

When students feel it is absolutely necessary to change a course, under extraordinary circumstances, the student must follow the sequence below:

1. Discuss the change with parent/guardian.
2. Discuss advisability and pick up the schedule change form from counselor.
3. Obtain written permission from parent/guardian on the schedule change form.
4. Obtain written permission from counselor on the schedule change form.
5. Student must present the completed and signed schedule change form to the counselor.
6. Only after the above procedure has been followed will the request be processed.

Course change requests will be considered ONLY IF one or more of the following conditions exist:

- Change of Major sequence (PARENT PERMISSION AND SIGNATURE REQUIRED)
- Error in schedule
- Course failure made up in Summer School
- Course or lunch missing from schedule

Changes will NOT be made for such reasons as:

- Change of Teacher
- To arrive later
- To leave earlier
- Change of decision to take a course
- Change of lunch period