

WEST BRANCH HIGH SCHOOL
APPLICATION FOR SCHEDULE ADJUSTMENT

The following information for schedule changes can also be found on Page 3 of the Scheduling Guide booklet provided to each student during the scheduling process.

Schedule Changes

- ❖ **Spring** - Once scheduling decisions have been made and the scheduling form has been returned, a student may request class changes for the next school year by completing this form. The deadline for this request is mid-June of each year. This form is to be completed and returned to your school counselor.
- ❖ **Remainder of School Year** - After this mid-June deadline, schedule changes will only be made for one of the following reasons:
 1. Technical error beyond the student's responsibility.
 2. Change in student program
 3. Teacher recommendation in writing, after consultation with student, parent and counselor
 4. Counselor recommendation in writing, after consultation with student, parent and teacher

(After the third week of school, any student dropping a class will receive an "F" for the course unless one of the rules above apply.)

Please note: Any class dropped after the mid-June deadline must be replaced by a class of equal or greater value. Classes can not be dropped to pick up a study hall.

The student will be responsible for the proper completion of this form and if applicable, return of all textbooks and teacher signatures on the Schedule Change Notice.

Student Name _____ **Current Grade** _____

Change Requested / Reason

(Student Signature)

(Parent Signature)

Date _____

<p><u>For Office Use:</u></p> <p>Date Received -- _____</p> <p>Counselor _____</p>
