

ROYAL HIGH SCHOOL

REQUEST FOR PROGRAM CHANGE



STUDENT INFORMATION

STUDENT NAME:		ID#		GRADE:	
PARENT/GUARDIAN NAME:		PARENT/GUARDIAN PHONE #:			
COUNSELOR NAME:					

REMINDER

Programs were made on the basis of student course selections and alternative choices. Adjustments are made on the basis of summer school attendance and/or grades in prerequisite courses. (Changes will not be approved on the basis of students having changed their minds.) You may submit this request only if one of the reasons (below) applies. If an error has been made, please indicate what the error was. RHS will make every effort to correct it as soon as possible. Program changes will not be approved based on a request for a teacher change and/or period/lunch change. Refer to the Royal High School web site (royalhighlanders.org) course information to be certain that the course to be dropped does not affect eligibility requirements for graduation, college admission, CIF, CSF, NCAA, or extra-curricular participation.

COURSE REQUESTED TO BE DROPPED:	
COURSE REQUEST IN ITS PLACE:	

CHECK THE REASON FOR YOUR PROGRAM CHANGE (ALL OTHER REQUESTS WILL BE DENIED):

Student had the same teacher prior to the new school year and received a D or F grade.

- ☐ Course was passed/failed or dropped in Summer School
- ☐ Student does not qualify for the course requested due to a grade or pre-requisite
- ☐ Student is an athlete that wants to enter a sport (To enter a sport, Coach and Athletic Director approval is required)

SPORT ADDING:		SPORT DROPPING:	
(ADDING) COACH SIGNATURE:		(DROPPING) COACH SIGNATURE:	
ATHLETIC DIRECTOR SIGNATURE:			

- ☐ ROP/Work Experience Adjustments – (See ROP/Work Experience Office first, Library Building Room 2-11.)
- ☐ Level Change (Note: Subject to availability. Requests to drop a level in academic classes will be considered on a case-by-case basis.)
- ☐ Free Period (SENIORS ONLY – Must be on track for Graduation.)

PARENT/GUARDIAN SIGNATURE:		DATE:	
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FOR OFFICE USE ONLY

REQUEST FOR CHANGE IS:

☐ DENIED

☐ APPROVED

SIGNATURE: _____