

JERICHO HIGH SCHOOL

SCHEDULE CHANGE REQUEST

Please note the deadline schedule below.

Drops will not be considered after these deadlines except under extreme extenuating circumstances.

September 20	Full year and 1st semester courses Deadline to ADD a new AP class or elective.
October 6	Full year and 1st semester courses Deadline to DROP or change levels in a course (AP→Regents) without penalty.
December 1	Full year and 1st semester courses Deadline to drop or change levels in course. Withdrawal-Passing (WP) or Withdrawal-Failing (WF) entered on permanent transcript.
February 9	2nd semester courses only Deadline to ADD a new AP class or elective.
March 15	2nd semester courses only Deadline to DROP or change levels in course (AP→Regents) without penalty.
April 17	2nd semester courses only Deadline to drop or change levels in course. Withdrawal-Passing (WP) or Withdrawal-Failing (WF) entered on permanent transcript.

Name: _____ Date: _____ Counselor: _____

I am requesting a change in my schedule as indicated below:

DROP COURSE	TEACHER	PERIOD	ADD COURSE	TEACHER	PERIOD

Explain Reason for Requested Change:

I understand that this is a proposal for a program change and that my current schedule is in effect until my new schedule, if approved, is posted in the Portal.

Date: _____ Student Signature: _____

Date: _____ Parent Signature: _____

<p><u>DROP</u></p> <p>Teacher Signature(s):</p> <p>Curriculum Associate Signature(s):</p>

<p><u>ADD</u></p> <p>Teacher Signature(s):</p> <p>Curriculum Associate Signature(s):</p>
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Counselor Signature: _____