



Glen Edwards Middle School Schedule Change Request Form

Date

Student Name

Grade

Please complete this form if you have a change request that fits within the Glen Edwards Middle School Schedule change policy. A great deal of time is invested in the registration and scheduling process. For this reason, no changes will be allowed unless deemed necessary by GEMS admin and/or counseling department. Students must continue to follow their present schedule until they receive notification of a change. If/when your requested change is approved, you will receive a new schedule. If your request is denied, you will be emailed as a follow up.

Please note that schedules **will not** be granted for the following reasons:

- A desire for another instructor
- A desire for a class to be a different/specific period
- The student is failing the class
- To have classes with friends
- Student conflict with another student in a class (students need to discuss problems with administrators or counselor for conflict resolution)

Drop class/period:

Add class/period:

Reason for the schedule change request:

Parent Signature _____ Student Signature _____

Parent email _____