



MHS Schedule Change Request Form

Please Note: Schedules are determined by student requests that are made at **enrollment time** the previous **February**. Class offerings and sizes are determined by the number of student requests made at that time; therefore, many classes are full or nearly full. A schedule change should not be requested without a legitimate need prompting the request.

Students can fill out a schedule change request form at any point in the term(s) previous to starting the class that they wish to change. Students who seek to change a class **that has already begun** will need to fill out a Schedule Change Request Form **within the first three school days of the term** as per the USD 266 Student Handbook. The Individual Plan of Study will be considered when reviewing all requests; this requires a detailed explanation of the request as well as parent and teacher signatures.

- **Per the USD 266 student handbook, requests for particular teachers cannot be honored.**
- **TA (Teacher's Aide) is only available to 11th and 12th grade students who requested it as a course when completing enrollment the previous spring. Students cannot add a new TA class without a medical professional's written directive.**
- **Students cannot take multiple gym classes in the same term (PE, Yoga, Weights, Crossfit)**
- **Changes must strengthen schedules by increasing rigor and/or meeting IPS goals.**

*****forms that are not completely filled out following directions will be denied*****

Name: _____ Student ID: _____

Grade (circle): 9 10 11 12

Class to Drop: _____

Class to Add: _____

In at least 3 complete sentences, explain how the requested class better fits your Individual Plan of Study than the class you are asking to drop:

(continued on back of page)

In at least 4 complete sentences, explain your post-secondary plans and/or goals, including discussion of your post-graduation educational and employment plans.

In at least 2 complete sentences, explain why you are submitting this schedule change request form now instead of building the requested class into your schedule at enrollment time. Is this something you could have planned ahead for more effectively, or is it a change that you couldn't have anticipated needing? Please explain, including discussion of future steps you can/will take to ensure a successful future schedule, if applicable.

Exiting Teacher Signature, required only if "Class to Drop" class has already begun:

_____ *The student has communicated this request to me.*

Exiting Teacher Comments (optional):

Parent Signature: _____
I support my student's change request.

Your request will be reviewed and approved or denied by a panel of counselors and/or administrators. Results will be sent to the student via email.

Office Use ONLY

Panel's Decision: Yes No Need more information