Poth High School Schedule Change Request Form
RETURN FORM WITH PARENT SIGNATURE TO OFFICE

Schedules will be changed only for the following reasons:

1. Sequence of courses is out of order.
2. Incomplete schedule. Keep in mind that in some cases, your alternate course had to be used in completing your schedule.
3. Failure of a course that must be repeated.
4. A summer school course has been passed.
5. An academic need to switch from a Pre-AP, AP, or Dual Credit Course to a regular course.

Name: _____ Grade Level: _____

I request the following change(s) to my schedule:

Drop Course	**Add Course**

Reason for request:

_____

_____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Contact Number: _____ Contact E-mail: _____

* We may not be able to honor requests due to full classes or scheduling conflicts. Once your schedule is changed, a new schedule will be sent to you.

Course Schedule Change

Course to be Dropped	**Course to be Added**
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8

Counselor's Signature: _____ Date: _____