

WFHS Schedule Fix Request Form

STUDENT NAME (PRINT)

ID#

Grade

READ FIRST!: Only complete this form if your schedule has an error **AND** your request fits within the WFHS schedule FIX policy. A great deal of time is invested in the registration and scheduling process. Teacher allotments are decided by the courses students register for the previous spring. Each student is given ample opportunity to choose their courses. Students are expected to enroll in the courses they selected the previous spring. For these reasons, no course changes will be allowed unless they are deemed necessary and/or possible by the school.

- Make all requests for schedule fixes on this form. **One form per student.** Only requests submitted using this form will be considered. WFHS will not accommodate requests via phone, email, Schoology, etc.
- Schedule fixes **WILL NOT** be made for a change of teacher, a change of period, or a different lunch.
- We do not overfill classes.
- Student requests for schedule fixes will only be made at specific times during the year. Acceptable dates are posted and announced. **Use this form on Schedule Fix Day, Thursday, August 7th, 9AM-3PM, at WFHS.**
- At the start of the school year or the start of semester two, your schedule may change due to balancing of classes or because a class has been eliminated. There are no guarantees that the schedule a student receives during registration will be their schedule for the entire school year.

The following are the ONLY reasons a schedule FIX will be considered:

(Please check those that apply to your request and provide an explanation on the back if necessary.)

- ___ 1. I have less than 6 periods of class in a semester.
- ___ 2. I have more than 6 periods of class in a semester.
- ___ 3. I don't have a course that I need for graduation.
- ___ 4. I don't have the prerequisite for a course on my schedule.
- ___ 5. I have already passed and received credit for a course on my schedule.
- ___ 6. I failed this course or another course before with the same teacher.
- ___ 7. I want to add or replace a current course with a Dual Credit or AP course.
- ___ 8. I need to make a course adjustment to meet the requirements of the ND Scholarship.
- ___ 9. My schedule is academically unbalanced. (Ex: two math or two English classes on the same A or B day.)

For the reason checked above, I am requesting the following:

1st Choice

2nd Choice

3rd Choice

Drop: _____ Add: _____

Student Signature

Parent Signature

Date

Home Phone/Cell Phone

Parent Email Address

This request may cause other changes to your current schedule: (check **Yes** or **No** below)

☐ Yes, please process this request even if my other classes will change.

☐ No, do not process this request if my other classes will change.

Any requests made cannot be reversed. Make sure you are willing to live with the change.

Office Use Only: _____ Approved _____ Change made in PowerSchool

_____ Denied Comment: _____

Administrator/Counselor Signature

Date

****DISCLAIMER:** Students and parents/guardians please be aware that course changes may impact events and programming that require specific courses. It is the family's responsibility to check on these requirements prior to making any course change requests. WFHS is not responsible for any changes which may affect NDHSAA/NCAA/NAIA eligibility, scholarships, school-based financial discounts, etc.

Students should check PowerSchool to see if changes have been approved. Students must follow their current schedule until they receive approval and a new schedule.