Olentangy Liberty High School Schedule Change Request Form 2025-2026

Name: _____ Grade: _____ Student ID: _____ Date: _____

Student's Email Address: _____

I want to **DROP** the following course(s):_____

Do you need this class for a graduation requirement? YES NO (Please Circle One)

Are you a student athlete? YES NO (Please Circle One)

I want to **ADD** the following course(s):_____

Comments:_____

REMINDER: Nonessential changes such as a change of teacher, lunch periods, and/or study halls are not permitted.

PLEASE READ CAREFULLY

DROPPING YEAR LONG COURSES	**DROPPING SEMESTER COURSES**
A year -long course may be dropped in the first **quarter** of school with no penalty. ***Course Fee will still apply after first 10 days of semester 1**	A semester course may be dropped in the first **25%** of the course with no penalty. ***Course Fee will still apply after first 5 days of start of semester 2**
If a year-long course is dropped in the second quarter, a **"WD"** (withdrawn) will be added to the transcript. ***Course Fee will still apply**	If a semester course is dropped during the 2nd 25% of the course a **"WD"** will be added to the transcript. ***Course Fee will still apply**
If a year-long course is dropped in the third or fourth quarter, a **"WF"** (withdrawn failing) will be added to the transcript. ***Course Fee will still apply**	If a semester course is dropped in the 2nd 50% of the semester a **"WF"** (withdrawn failing) will be added to the transcript * **Course Fee will still apply**
ADDING YEAR LONG COURSE	**ADDING A SEMESTER COURSE**
You may add a year- long course the first 10 days of school after consulting with your counselor	You may add a semester course the first 5 days of each semester after consulting with your counselor

_____ _____

Parent Signature (DATE) **Teacher Signature (DATE)**

_____

(Counselor's Use)

Action Taken: Approved_____ Denied_____