

Altavista Combined School
Schedule Change Request Form
2026 – 2027

Student Name: _____ Grade: _____ Date: _____

The deadline to drop/add courses is **Friday, August 14, 2026**.

Request for schedule changes from one course to another may be considered under the following circumstances:

- Failure of a course that is a prerequisite for a scheduled course or graduation requirement
- Elective change requests (if seats are open)
- Human or computer error (Example: 2 courses scheduled for the same block and/or empty block)
- Recommendation of administrative/counseling team and/or eligibility committee

Initials	I understand that the above changes may result in additional changes to my schedule. I understand that my schedule <u>WILL NOT</u> be changed back if I do not like my new schedule.
	At any time, the administration reserves the right to drop an elective choice and add in a mandatory remediation period if we believe extra support will benefit your academic success at ACS.
	Request changes from one course to another <u>will not</u> be considered under the following circumstances: teacher change, block change, and/or no parent signature on schedule change form.
	I understand that if I want to participate in VHSL activities, I must have passed <u>THREE</u> courses from the previous semester and be currently enrolled and passing <u>THREE</u> grade-producing courses (A, B, C, D, P/F) this semester.

I request the following change (s):

Drop: _____ Add: _____

Drop: _____ Add: _____

Drop: _____ Add: _____

Parent Signature (Required): _____ **Date:** _____

Student Signature: _____ **Date:** _____

Please provide additional information regarding your schedule change request (if necessary):

Administration/Counseling Department USE ONLY:

Approved: ☐ Denied: ☐ Changes completed in Infinite Campus: ☐

Signature: _____ Date: _____