

# Course Change Request

## Vanden High School

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**Deadline for ALL course change request is Wednesday, August 19, 2026 by the end of the school day**

Please Note:

1. An approved course change will likely change your schedule; including periods and teachers
2. Filling out this form **DOES NOT** guarantee a schedule change
3. You must follow your current schedule until a change is made; a new schedule will be delivered to your class at the end of the school day.
4. Changes for teacher preference and/or period preference **DO NOT** meet criteria and will NOT be approved
5. Please review the below reasons schedule/class changes are permitted, BEFORE filling out this form.

Please check the appropriate reason for your request

- a. Class Change: This is changing a course the student is enrolled in and substituting it for an alternative elective as noted on your course registration form or to meet A-G or high school graduation requirements. \*Subject to class availability
- b. Class Additions: This is adding a new course to the schedule where one did not previously exist. \*Subject to class availability and alignment with the students existing schedule
  - i. 7 period day request are very limited and may not be able to be accommodated
- c. Level Changes: This is when a student changes from one level to another level of the same course (EX: Honors -> Regular).
  - i. When requesting Honors and AP classes, we will check pre-requisites for the course to make sure students have met them.

*I understand the above guidelines and submit my request for a course change*

Student Signature (required): \_\_\_\_\_

Parent Signature (required): \_\_\_\_\_

| COURSE TO DROP | COURSE TO ADD | REASON                          |                                       |                                    |
|----------------|---------------|---------------------------------|---------------------------------------|------------------------------------|
| 1)             |               | <input type="checkbox"/> Change | <input type="checkbox"/> Level Change | <input type="checkbox"/> Class Add |
| 2)             |               | <input type="checkbox"/> Change | <input type="checkbox"/> Level Change | <input type="checkbox"/> Class Add |
| 3)             |               | <input type="checkbox"/> Change | <input type="checkbox"/> Level Change | <input type="checkbox"/> Class Add |
| 4)             |               | <input type="checkbox"/> Change | <input type="checkbox"/> Level Change | <input type="checkbox"/> Class Add |
| 5)             |               | <input type="checkbox"/> Change | <input type="checkbox"/> Level Change | <input type="checkbox"/> Class Add |