

## HMS SCHEDULE CHANGE REQUEST FORM

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

*Schedule changes will be considered based on course availability, best fit for students, and/or any other existing constraints. Students must follow their current schedule until receiving confirmation from their School Counselor that a change has been made.*

**Student, please initial that you have read and understand the following:**

- \_\_\_\_\_ Changes will be considered based upon seat availability
- \_\_\_\_\_ Core courses will not be moved to accommodate elective courses **or study hall**
- \_\_\_\_\_ Changes are not in effect until updated in PowerSchool (Schoology takes 24 hours to update)
- \_\_\_\_\_ OHSAA requires student athletes to be enrolled in and passing at least 4 eligible courses
- \_\_\_\_\_ I am responsible for course fees if I drop/add a class.

### Schedule Change Request

Drop: \_\_\_\_\_ Replace With: \_\_\_\_\_

Reasoning: \_\_\_\_\_

### Dates for Dropping Classes

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year-long High School World Language Course                                       | 6 Week Unified Arts Course AND Performing Arts Courses                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Withdraw Dates:</b><br>First three days of school or end of the first semester | <b>Withdraw Dates:</b> <ul style="list-style-type: none"> <li>● Day before the 6-week term begins</li> <li>● Deadline for changes to 6-1: Friday, 8/21,</li> <li>● Deadline for changes to 6-2: Tuesday, 9/29,</li> <li>● Deadline for changes to 6-3: Thursday, 11/5,</li> <li>● Deadline for changes to 6-4: Wednesday, 1/6,</li> <li>● Deadline for changes to 6-5: Friday, 2/19,</li> <li>● Deadline for changes to 6-6: Wednesday, 4/14,</li> </ul> |

Required Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature (If year long course) \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use ONLY

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● **Action Taken:**

- Approved
  - Denied
    - No seats remaining
    - Schedule conflict
    - Reason not accepted
    - Other: \_\_\_\_\_
  - **Schoology Message/Teacher Email Sent**
  - **Submit fees to the secretary**
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