

2026-2027 Olentangy Local Schools Schedule Change Request Form

Name: _____ Grade: _____ Date of Submission: _____

Student ID: _____ Student Email: _____

OHSAA Athletic Involvement: ☐ Fall ☐ Winter ☐ Spring ☐ Not Applicable

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, study halls, late arrival or early release.
- _____ Lunch change requests are prohibited.
- _____ Schedule 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 5 eligible courses.

SCHEDULE CHANGE REQUEST

DROP:

Is this course required for graduation?

___ YES ___ NO

REPLACE WITH:

Note: If this is a course level change, please indicate you understand your grade from the prior course will transfer to the new course.

Student Initials: _____
Parent/Guardian Initials: _____

If dropping an AP class, do you still wish to take the exam?

___ YES ___ NO (Note: Students dropping an AP course after Nov. 1 may incur a test cancellation fee, as determined by the College Board.)

Reason for Schedule Change Request

- ___ I do not have 5 classes for full-time status
- ___ I am missing a graduation requirement
- ___ I want a course level change
- ___ I completed a summer school course
- ___ I have a missing period/hole in schedule
- ___ I have enrolled in CCP courses and need to adjust my schedule in the building
- ___ I would like a different elective
- ___ Other (please explain): _____

DATES FOR ADDING AND DROPPING CLASSES

ADD: **The last day to add a 1st semester credit-bearing course is: August 27, 2026***
 The last day to add a 2nd semester credit-bearing course is: January 9th, 2027*

WITHDRAWAL: YEAR LONG COURSE

Aug. 20, 2026	to	Oct. 15, 2026	Notation of the course will be expunged from the transcript.
Oct. 19, 2026	to	Dec. 18, 2026	(W) will be awarded on transcript. There is no impact on GPA.
Jan. 5, 2027	to	May 27, 2027	(WF) will be awarded on transcript. This is calculated as a failure in the student's GPA.

REFUNDS: YEAR LONG COURSE

After 10 school days, fees assessed for print, digital or consumable materials are not refundable.
 Prior to the last school day of the first quarter, a student is eligible for a 75% refund on all non consumable fees.
 Prior to the last school day of the second quarter, a student is eligible for a 50% refund on all non consumable fees.
 Prior to the last school day of the third quarter, a student is eligible for a 25% refund on all non consumable fees.

WITHDRAWAL: 1ST SEMESTER COURSE

Aug. 20, 2026	to	Sept. 17, 2026	Notation of the course will be expunged from the transcript.
Sept. 18, 2026	to	Oct. 19, 2026	(W) will be awarded on transcript. There is no impact on GPA.
Oct. 20, 2026	to	Dec. 18, 2026	(WF) will be awarded on transcript. This is calculated as a failure in the student's GPA.

WITHDRAWAL: 2nd SEMESTER COURSE

Jan. 5, 2027	to	Feb. 5, 2027	Notation of the course will be expunged from the transcript.
Feb. 8, 2027	to	March 15, 2027	(W) will be awarded on transcript. There is no impact on GPA.
March 16, 2027	to	May 27, 2027	(WF) will be awarded on transcript. This is calculated as a failure in the student's GPA.

REFUNDS: SEMESTER COURSE

After 10 school days, fees assessed for print, digital or consumable materials are not refundable.
 Prior to the 20th school day, a student is eligible for a 75% refund on all non consumable fees.
 Prior to the 40th school day, a student is eligible for a 50% refund on all non consumable fees.
 Prior to the 60th school day, a student is eligible for a 25% refund on all non consumable fees.

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Notes:

OFFICE USE ONLY

DATE Reviewed _____

Schedule Change APPROVED _____

Schedule Change DENIED _____

COMMENTS:

1. Class is closed --- seat capacity _____
2. Does not fit into the schedule _____
3. Reason not acceptable _____

STUDENT WILL HAVE LESS THAN 5 COURSES

Circle one: Yes No

If yes, has student turned in part-time student form?

Circle one: Yes No

SUBMIT TO FEES SECRETARY FOR FEE EVALUATION:

Circle one: Yes No

SUBMIT TO REGISTRAR FOR TRANSCRIPT ADJUSTMENT:

Circle one: W – no GPA impact WF – calculate as F