

Schedule Change Request

Schedule changes are something to be considered carefully. At this time, there are very limited reasons why a schedule change will be approved. Multiple requests for course changes will not be considered.

Reasons for a schedule change:

1. New course aligns with post secondary plan
2. Scheduling mistake (have taken class before/two classes scheduled for the same hour)
3. Previous failure of a class and need to retake
4. Drop for a study hall (students cannot have more than one Study Hall in a semester)
5. Replace a study hall with academic class, if space is available.

Please note that courses *will not* be dropped if:

1. It is a convenience change (you want the course at a different time during the day)
2. The enrollment for the class falls below 17 students per section
3. The change is to accommodate a different lunch period
4. The change is to accommodate for a different teacher
5. The change involves dropping an **AP course**
 - **AP drops will only be dropped due to extenuating circumstances.**
 - **A written explanation for the change must be attached or written on the back of this form.**
 - **Any AP drop must be approved by the Administrative team. The school counselor will meet with the aligned administrator**

**All requests must be submitted by the end of the day
Friday, September 9th, 2023 at 3:00 pm.**

Student Name: _____ Grade: _____ Date of Request: _____

DROPPED COURSE: _____

ADD COURSE: 1st choice _____

2nd choice: _____

3rd choice: _____

PARENT SIGNATURE: _____

COUNSELOR SIGNATURE: _____

STUDENT REQUEST HAS BEEN: (circle one) APPROVED DENIED DATE _____

ADMINISTRATOR SIGNATURE: _____

STUDENT REQUEST HAS BEEN: (circle one) APPROVED DENIED DATE _____