***This request does not include a change in teacher, class hour or lunch time.**

Schedule Change Request Form
Forms Due by: Friday, September 6, 2019.

Unfortunately, schedules cannot be changed by email, phone or appointment – you must use this form and drop it off in the counseling office by Friday, September 6th!

Counselor: _____

Student last name: _____ Student first name: _____

Grade: _____

Schedule Change Requests will only be honored if you indicate one of the valid reasons below. Please remember, turning in this form does not guarantee your request can or will be honored.

Valid Reason (check one)

- ☐ I already passed this class, and I cannot repeat it for credit.
- ☐ I have not passed the prerequisite in order to take this class.
- ☐ I have a hole in my schedule.
- ☐ I am in the wrong level. (example: Chemistry when you should have Honors Chemistry)
- ☐ I am a senior and I need to add a class to graduate.
- ☐ Other (Provide thorough explanation for consideration.)

_____

_____

_____

Class(es) you are requesting to drop: _____

Class(es) you are requesting to add: _____

Turn in completed form to the counseling office by Friday, September 6, 2019
You will receive a response from your counselor asap. Please do not come to the counseling office to check on your request!

***This request does not include a change in teacher, class hour or lunch time.**