

Schedule Change Request Form

**REQUESTS FOR TEACHER / HOMEROOM / ACCESS / OR PERIOD CHANGES
WILL NOT BE APPROVED**

Student Name: _____ Date: _____
Home Phone: _____ Cell Phone: _____

This form is necessary for all schedule changes, we will no longer be making schedule changes via email, or as a drop in to the Counseling Office, or with individual meetings. Note: Available classes are limited. Thank you for your understanding and we look forward to a successful Spring Semester 2017.

I am requesting a schedule change because of the following:

(Check appropriate box for all that apply)

I have a hole in my schedule (I have a missing class in periods 1-6). The missing class is _____

I did not receive a required course. I need to add _____

I remediated a class over the summer

(ex. I repeated math over the summer and earned the appropriate grade to move onto the next level math course)

Course I title & Grade Earned: _____ Course requested: _____

Level changes, *if space is available* (ex. I'm in the wrong math class, drop Alg. 2 and place me in Geometry)

Course to drop: _____ Course requested: _____

Other (ex. advancement through summer course)

Course to drop: _____ Course requested: _____

Items to be aware of:

1. Course changes are NOT guaranteed due space availability and above circumstances.
2. Please consider graduation requirements, college entrance requirements and/or NCAA requirements when requesting a change.
3. A course change may adjust your entire schedule.

Student Signature

Parent Signature

Date

Approved _____ Denied _____

School Official _____

Reason(s) for denial: _____

STUDENTS PLEASE CHECK ON THE INFINITE CAMPUS PORTAL TO DETERMINE THE STATUS OF YOUR COURSE CHANGE REQUEST. ALL CHANGES ARE FINAL IF YOU SEE NO CHANGE, THEN IT IS BECAUSE THERE IS NO SPACE AVAILABLE, OR YOU HAVE NOT MET PRE-REQUISITES FOR YOUR REQUESTED COURSE