

Schedule Change Request Form

Student Name _____ Grade _____ Date of Request _____

DROP (class) _____ period _____
_____ period _____

ADD (class) _____ period _____
_____ period _____

Reason for Schedule Change

This schedule change request does not impact graduation requirements (Speech/Comm, Fine Arts, PE, etc)

This schedule change request does not impact Oregon University System (OUS) college entrance options.

SENIORS ONLY

Requires communication with college by the student if dropping a yearlong class (in core subject areas):

If the above is checked: This request form must be accompanied by either:

- a copy of the email communication or the response from the colleges you contacted.
- Your counselor is copied (cc'd) on the email you send to the colleges you've applied to

All of the following signatures must be obtained for a class change to be considered and or processed.

Student _____

Teacher(dropped) _____ Teacher(added) _____

Counselor _____ Parent _____

If La Salle has made a mistake on a student's schedule (e.g. a student was enrolled in the wrong level class or is missing a needed graduation class), the necessary correction will be made. It should be known that we may not be able to accommodate all schedule change requests, even if the Schedule Change Request Form is completed. Class size or section conflicts may prevent the student from. Course schedules are created on the basis of student registration. Once enrollment in classes is established it is important that enrollment remain constant. Schedule changes will be considered on the reason for change and class availability.