

Grades 9-12 - Schedule Change Request Form

Date of request: \_\_\_\_\_ Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Dropping a course:

Students may be allowed to drop a course without penalty during the first ten days of each semester and add in a study hall. After those ten days, any course dropped will result in a grade of "W" (Withdrawal) and this grade will be documented on their official transcript. In addition, a graduation credit review will occur prior to a course that is dropped

Adding a course:

Students may add a course during the first three days of each semester. Reasons for which schedule corrections will generally be made include:

- 1. A senior who must meet graduation requirements.
- 2. Teacher, parent, and student request level change.
- 3. Student's success or failure in summer school necessitates a change.
- 4. Student had not met the prerequisites for the course.

Please indicate the following request:

Dropping a course to add a study hall:

I would like to drop: \_\_\_\_\_

\*Please note you will not be able to drop if your course load goes below 6 classes per semester. (The only exception is for seniors who need 5 classes per semester).

Request to add a course:

\*Please check reason for the request and define course add request below:

- A senior who must meet graduation requirements
- Teacher and student request level change
- Student's success or failure in summer school necessitates a change
- Student had not met the prerequisites for the course

I would like to add this course: \_\_\_\_\_

I plan to remove this course to accommodate the change: \_\_\_\_\_

\*Please bring completed form to the guidance office for requests to be considered.

\_\_\_\_\_

Student signature

\_\_\_\_\_

Parent signature

Guidance Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If student is taking a CaSH course send updated roster to college if required. College \_\_\_\_\_ Initials \_\_\_\_\_)