

Name: _____

Grade: _____

Schedule Change Request Form Fall Semester 22-23

Instructions: This form must be completed and turned into the **Upper School Office**, to request a change. Requests will be considered by the administration and will be granted for reasons deemed valid and course availability.

1. **Print** your name, grade level, and date submitted in the appropriate space.
2. **Complete** your request including reason for requesting a schedule change (see acceptable reasons and codes below).
3. **Place** the form in the "Schedule Change Request bin" located in the Upper School before school, during lunch, or after school.
4. **Attend** the classes on your current schedule until you receive the new class schedule.

No classes will be changed after the 1st 5 days of the semester * Students enrolled in full-year courses, including AP, will remain in the course for the full year. Teachers cannot be selected – all teachers will work hard for the success of each student and students are expected to work hard with the schedule they requested.

Period	Course to Drop	Teacher's Signature	Course to Add	**Teacher's Signature**	Reason Code

Reasons & Codes
R1-Missing class
R2-Duplicate course
R3-Earned credit for course
R4-Completed level 1 of this course and need level 2, etc.
R5-Need course for graduation.
R6-Changing level (i.e. Regular to H or A)

****Teacher Signature is required.**

I understand that I must follow my present schedule until I am contacted regarding a new schedule. I understand that there is no guarantee that a schedule change will be processed.

Signature: _____ Date: _____

*****Office Use Only*****

Request (circle one): Approved Denied Comments: _____

___Request does not follow the schedule change policy

___Prerequisites have not been met

___The class will be below the minimum enrollment if dropped

___Class is full

___Class does not fit in schedule

___Teacher Signature is missing

___Student signature is missing

___Class is required for graduation

___Needs parent approval