



**Pacific Collegiate School**  
3004 Mission St. Ext., Santa Cruz, California 95060  
831-479-7785 Fax: 831-427-5254

**SCHEDULE CHANGE REQUEST**

**\*\*The last day to ADD a class is August 29, 2018\*\***

**\*\*The Last day to DROP a class is September 28, 2018\*\***

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student Name \_\_\_\_\_ Student Cell #: \_\_\_\_\_

- **Teacher (and period) requests will NOT be accepted**
- Schedules will NOT be adjusted to accommodate jobs or off campus courses
- Students “outside activities” must be scheduled when school is dismissed after 3:15pm
- Seniors will need their schedule change approved by College Counselor before submitting form to the Registrar.

Class I need to Add / Drop: \_\_\_\_\_

Class I need to Add / Drop: \_\_\_\_\_

Class I need to Add / Drop: \_\_\_\_\_

Reason for schedule change: \_\_\_\_\_

\_\_\_\_\_

Parent Agreement: I have discussed this change with my son/daughter and agree with this request.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE TURN FORM INTO THE FRONT OFFICE FOR THE REGISTRAR.**

**For Office Use Only:** Schedule Change Entered in IC: Yes / No

Approved by (circle): Faculty Dean Assist. Principal College Counselor Registrar