



High School for Environmental Studies

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Home of the E.A.G.L.E.S. - Environmentally Aware Global Leaders and Enlightened Scholars

PROGRAM CHANGE REQUEST FORM

Program Changes will be made <u>ONLY</u> for: <ul style="list-style-type: none"> • Wrong level of class • Passed class in summer • Required course is needed to meet graduation requirements 	Program Changes <u>WILL NOT</u> be made: <ul style="list-style-type: none"> • To change lunch or gym • Drop lunch or gym • To change teacher
<ul style="list-style-type: none"> ○ All students must follow their schedule as indicated until you receive the program change requested. ○ Programming issues: Fill out this program change request form and submit to the drop off bin with Ms. Alice Warren in room 2024. If the office door is closed please slide your form under the door and it will be placed in the bin. Program change request forms are available from any teacher. ○ The Guidance Suite will be closed on September 5th – 7th as the Guidance Counselors will be busy addressing various program change requests that were submitted. 	

FILL IN ALL REQUESTED INFORMATION

OSIS #/ID # _____

LAST NAME _____ FIRST NAME _____ Off. Class _____

CHANGE REQUESTED

DROP (COURSE CODE OR NAME)	ADD (COURSE CODE OR NAME)
EX) MES41	MGS41

REASON/QUESTION:

Guidance Counselor's Response: _____ Already done _____ Will do _____ Denied