

# Second Semester Schedule Change Request Form

**REQUESTS FOR TEACHER / HOMEROOM / OR PERIOD CHANGES  
WILL NOT BE APPROVED**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

This form is necessary for all schedule changes, we will no longer be making schedule changes via email, or as a drop in to the Counseling Office, or with individual meetings. Note: Available classes are limited. Thank you for your understanding and we look forward to a successful second half of the 2018-19 School Year.

I am requesting a schedule change because of the following:

*(Check appropriate box for all that apply)*

I have a hole in my schedule (I have a missing class in periods 1-6). The missing class is \_\_\_\_\_

I did not receive a required course. I need to add \_\_\_\_\_

I remediated a class over the summer

*(ex. I repeated math over the summer and earned the appropriate grade to move onto the next level math course)*

Course I title & Grade Earned: \_\_\_\_\_ Course requested: \_\_\_\_\_

Level changes, *if space is available* (ex. I'm in the wrong math class, drop Alg. 2 and place me in Geometry)

Course to drop: \_\_\_\_\_ Course requested: \_\_\_\_\_

Other (ex. advancement through summer course)

Course to drop: \_\_\_\_\_ Course requested: \_\_\_\_\_

**Items to be aware of:**

1. Course changes are NOT guaranteed due to space availability and above circumstances.
2. Please consider graduation requirements, college entrance requirements and/or NCAA requirements when requesting a change.
3. A course change may adjust your entire schedule.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

School Official \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

**STUDENTS PLEASE CHECK ON THE INFINITE CAMPUS PORTAL TO DETERMINE THE STATUS OF YOUR COURSE CHANGE REQUEST. ALL CHANGES ARE FINAL IF YOU SEE NO CHANGE, THEN IT IS BECAUSE THERE IS NO SPACE AVAILABLE, OR YOU HAVE NOT MET PRE-REQUISITES FOR YOUR REQUESTED COURSE**