

2018-2019 Request for Schedule Change

Legitimate reasons for dropping/adding a course include:

1. Student has already received credit for the course
2. Student has not passed the prerequisite course (student cannot take Spanish II without having passed Spanish I)

Changes will not be made to rearrange a student's schedule by periods. Core class changes will be made first and legitimate elective changes will follow. If you are requesting an honors or AP course, a Parent Waiver must accompany this form if the student doesn't meet the prerequisites for the course.

If you have a legitimate reason for a schedule change: fill out the information below, have a parent sign it, and return it to the counselor's office. **There is a \$25.00 charge for schedule changes.**

Student Name: _____ **Date:** _____

Grade in 2018-2019: _____ **Phone Number:** _____

Email address: _____

I would like to **DROP:** _____ and

ADD: _____ or _____.

Reason for change: _____

Parent Signature

Student Signature

Graduation credits and diploma requirements must be approved by a counselor:

Guidance Counselor Signature: _____

If you participate in athletics and are dropping a course, you must obtain permission from the Athletic Director:

Michael Stallings, Athletic Director: _____

Denied _____ **Approved** _____ **Principal Signature:** _____