

Semester 1 Schedule Change Window – August 26 through August 30, 2019.

Schedule changes will be prioritized based upon academic necessity (ex. missing a required classes). Examples of such academic necessities are listed below. Our goal is to maintain balanced class sizes and use limited resources wisely. Changes to a student’s schedule will only be made if circumstances are compelling and supported by data.

Priority will be given to changes that are deemed academically necessary. Some examples are:

- student is missing a required class
- student has been scheduled for multiple courses in a single period
- student completed a scheduled course during summer school
- student has a need based on a documented disability
- student needs to make up a class that was failed in the past

Examples of changes that are not deemed academically necessary:

- student wishes to change a teacher
- student wishes to change order of classes or the hour of study hall(s)/release(s)
- students wishes to change the hour of PE or type of PE

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND BE AS SPECIFIC AS POSSIBLE TO EXPEDITE YOUR REQUEST. TURNING IN THIS FORM DOES NOT GUARANTEE A CHANGE WILL BE MADE. CHANGES ARE NOT IN EFFECT UNTIL THE STUDENT RECEIVES A REVISED SCHEDULE OR NOTIFICATION FROM THE COUNSELING OFFICE.**

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Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Request \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

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Schedule changes must meet one or more of the following academic reasons.

Please select the reason for your request:

- Missing a required class
- Multiple classes per hour
- Add an elective
- Change needed to make up a class that was previously failed
- Drop a class (please be specific which class and why – parent signature required)
- Completed scheduled course during Summer School
- Change needed based on documented disability

Please describe your request in detail. If dropping a class, please note what course you’d like to add to replace it.

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Parent Signature (required for dropping a class)

Thank you for completing this form. It provides helpful information to assist in the prioritization and decision-making process. **The deadline for schedule changes is Friday, August 30 at 3:00 pm.**