

Semester 2 Schedule Change Window – January 15 through January 22, 2020.

Schedule changes will be prioritized based upon academic necessity (see examples 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 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.**

~~~~~

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

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

.....

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

Please select the reason for your request:

- Missing a required class
- Completed scheduled course during Summer School
- Multiple classes per hour
- Change needed based on documented disability
- 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)

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)

\_\_\_\_\_

Teacher Signature (if dropping a year-long course) \_\_\_\_\_  
Principal Signature (if dropping a year-long AP course)

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 Wednesday, January 22 at 3:00 pm.**