
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)
- student 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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<th>Name ________________________________</th>
<th>Grade _____</th>
<th>Date of Request _________________</th>
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<td>Cell Phone # _________________________</td>
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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
___ 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.