



2023-24 Sem1 **SCHEDULE** Change Request Form

COMPLETED FORM DUE BY: 3:30PM Tuesday, September 5

If you have concerns about your schedule, please submit this form to request a change. Turn in this form as soon as possible. Please note that forms submitted after the deadline will not be honored and schedule changes cannot be made after two weeks into the semester.

Student Name Printed: _____ Grade: _____

Student Email: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Parent/Guardian Email: _____ Daytime Phone: _____

COMPLETE THE SECTION BELOW *(Note: section and teacher changes will not be honored)*

DROP: _____ ADD: _____

DROP: _____ ADD: _____

DROP: _____ ADD: _____

DROP: _____ ADD: _____

DROP: _____ ADD: _____

DROP: _____ ADD: _____

Please detail the rationale for the above change requests. You must provide this information for your requests to be considered. Thank you.

IMPORTANT NOTES:

- AP courses have specific requirements for admission.
- All elective courses must have a minimum enrollment of 24 to be offered.
- Courses requested for credit recovery are not guaranteed.

THIS SECTION FOR OFFICE USE ONLY

Approved

Denied

Date:

Initials: