



## 2019-20 School Year Schedule Change Request Form

- Class changes will **ONLY** be made for the reasons listed below
- Teacher and parent/guardian signatures are required to drop and/or add a class
- Teacher changes are not allowed

**Completed form is due to the Counseling Office  
NO LATER than Thursday, May 9<sup>th</sup>, 2019**

### Reason for Change

### Drop

Add  
(please list 1<sup>st</sup> and 2<sup>nd</sup> choice)

☐ Senior needing a graduation requirement not listed

☐ Missing a grade level required course

☐ Failing a course

☐ Other: \_\_\_\_\_

X \_\_\_\_\_  
Teacher Signature

**All Classes Are Impacted**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please PRINT)

X \_\_\_\_\_  
Parent/Guardian Signature **REQUIRED** Date \_\_\_\_\_

\*\*\*\*\*

### FOR COUNSELING OFFICE USE ONLY

Class Change Request: **GRANTED** **NOT GRANTED\***



\*We are unable to complete your request for classes next year due to:

- ☐ Class is full \_\_\_\_\_
- ☐ Course requested conflicts with your schedule \_\_\_\_\_
- ☐ Class is not offered \_\_\_\_\_
- ☐ Other \_\_\_\_\_

*Thank you! Counseling Crew*

Mrs. Hunter  
Mr. Spratling

Mrs. Woods  
Mrs. Hanson