

2017-2018 CENTRAL HIGH SCHOOL SCHEDULE CHANGE REQUEST FORM



You may only use this form if you notice an error or problem with your schedule. For example:

- * Duplicate Class
- * Hole in Schedule
- * Missing Required Class
- * Wrong Level Class
- * Took Summer School Class

Student Name _____ ID # _____ Grade _____

Student Email _____ Student Phone # _____

Counselor (circle one) **Cardio** 9th Grade **White** 10th Grade **Montgomery** 11th Grade **Sharp** 12th Grade

Schedule Change Responses will be emailed to student and parent, so be sure to check your email!

Name(s) of the class(es) you wish to **DROP**:
(absolutely no teacher swapping)

Period

Reason

THREE(s) of the possible options you would like to **ADD**:

Period



*Required - Parent Signature approving schedule change

*Required - Parent email and phone number

Summer Credit Earned:

School Name _____ Class Title _____ Grade Earned _____

Policy for Course Change and Course Drop: Class changes and drops are only permitted within the first week of school and **must** have parental, counselor, *and* administrative approval. Valid reasons for class change include incorrect placement in a level (e.g. math) or missing a required class. **SECOND SEMESTER REQUESTS MUST BE MADE IN AUGUST**

Explanation required: Please explain the reason for this schedule change request on the space provided below. This change may alter the periods, courses and teachers displayed on your current schedule. Your counselor **may** be able to make a change immediately if you provide sufficient information. Otherwise, you may have to wait for an appointment. **Print neatly!** If we can't read your writing, this request may be delayed. Follow your current schedule until you are notified that changes have been made. **Turn in this form *no* later than Tuesday, August 8th, 2017 before 3:45PM to the Student Services Office.**

(Use reverse side if needed)

Return this form before 3:45 on Tuesday August 8th to the Student Services Office.

Administrator: Approve _____ Deny _____