

# 2018-2019 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) **T. Sharp** 9<sup>th</sup> Grade **K. Hurst** 10<sup>th</sup> Grade **White** 11<sup>th</sup> Grade **Montgomery** 12<sup>th</sup> 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, July 31<sup>st</sup>, 2018 before 3:45PM to the Student Services Office.**

\_\_\_\_\_

*(Use reverse side if needed)*

**Return this form before 3:45 on Tuesday July 31st to the Student Services Office.**

**Administrator:** Approve \_\_\_\_\_ Deny \_\_\_\_\_