

# 2021- 2022 HARDIN VALLEY MIDDLE 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

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Email \_\_\_\_\_ Phone # \_\_\_\_\_

Counselors (circle one): Kendall Kobler (8<sup>th</sup> & 7<sup>th</sup> A-K) and Reagan Winstead (6<sup>th</sup> & 7<sup>th</sup> L-Z)

**Class(es) to be Dropped:** (no teacher swapping)      **Class(es) to be added:**

\_\_\_\_\_  
\_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_

\*Required - Parent Signature approving schedule change

X \_\_\_\_\_ Date \_\_\_\_\_

Policy for Course Change and Course Drop: Class changes and drops are only permitted within the window of March 29<sup>th</sup> – April 16<sup>th</sup> and must have parental, counselor, and administrative approval.

**Deadline to request changes is Friday, April 16, 2021.** Valid reasons for class change include incorrect placement in a level (e.g. math) or missing a required class.

Explanation required: Please explain the reason for this schedule change request on the space provided above. Your counselor may be able to make a change immediately if you provide sufficient information. Otherwise, you may have to wait for a follow up call. Print neatly! If we can't read your writing, this request may be delayed.

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

**\*\* In order to remain in honors classes, students must maintain a 75 average or higher. Progress checks will occur on Oct. 8, 2021, first nine weeks, and at the end of the semester on Dec. 17, 2021. If they fail meet this requirement they will be moved into their standard grade level course(s).**