



## Academic Schedule Change Request 2018-2019

For Office Use Only:

Date Recd: \_\_\_\_\_

Date Chgd: \_\_\_\_\_

***STUDENTS MAY DROP/ADD COURSES DURING THE FIRST TEN (10) SCHOOL DAYS OF EACH SEMESTER ONLY.***

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Career Tech Program: \_\_\_\_\_ Associate School: \_\_\_\_\_

School Counselor:  Mrs. Boggs  Mr. Hahn IEP or 504:  IEP  504

|                        |  |  |  |  |
|------------------------|--|--|--|--|
| <b>DROP Course(s):</b> |  |  |  |  |
| <b>ADD Course(s)</b>   |  |  |  |  |

**Please select the reason for your requested schedule change to be considered. (You must select one.)**

|  |
|--|
| <input type="checkbox"/> Graduation Requirements   |
| <input type="checkbox"/> Scheduling Error  |
| <input type="checkbox"/> Half/Full Day Schedule Preference*<br>Requesting: <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day _____<br><div style="text-align: right;">*Associate School Counselor Signature Required</div> |
| <input type="checkbox"/> Adjustments for Educational Options* (504, IEP, Honors, CCP, Lab aide) _____<br><div style="text-align: right;">*Teacher and/or Director Signature Required</div>   |
| <input type="checkbox"/> Special Circumstances* (please appeal in writing to program director) _____<br><div style="text-align: right;">*Director Signature Required</div>   |

### Signatures Required

**PLEASE READ CAREFULLY:** By signing here I understand that when dropping a core academic class, I may be jeopardizing my high school and/or NCAA athletic eligibility. I have notified my Athletic Director.

The master schedule is based upon student requests made during course selections each spring. In order to be fiscally responsible, course offerings are based on these projections. Once classes are scheduled, it can be difficult to make schedule changes because many classes may be at or near capacity. **Submitting this form does not guarantee that a specific request can be granted.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_