



Dear Student,

Below you may indicate a request to change your schedule. Please understand that requests will not be honored if the course that you have requested is at capacity. Also, requests must meet certain criteria to be considered. **Please be advised that placement in a course with friends, request of a specific teacher, and request of a change to accommodate extra-curricular activities do not qualify as valid reasons for schedule changes.**

**Seniors**---Please note that you are required to notify the college(s) that you are applying to (in writing) that you plan to change your schedule. Failure to do so can result in colleges revoking positive admission decisions. It is important to your academic future that you maintain a level of rigor in your coursework throughout your high school career. If you have questions, please see your counselor.

**Schedule Change Request Form**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Course(s) you wish to add to your schedule:**

- 1. **First Choice** \_\_\_\_\_
- 2. **Second Choice** \_\_\_\_\_
- 3. **Third Choice** \_\_\_\_\_

**Course(s) you wish to drop from your schedule:**

- 1. **First Choice** \_\_\_\_\_
- 2. **Second Choice** \_\_\_\_\_
- 3. **Third Choice** \_\_\_\_\_

**Reason for your request:**  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent\* Signature:** \_\_\_\_\_

\* requests without a parent signature will not be addressed

For Office Use Only: Date Received \_\_\_\_\_

Change Made \_\_\_\_\_

Request Denied \_\_\_\_\_