

# SHS SCHEDULE CHANGE REQUEST FORM

NAME (first and last): \_\_\_\_\_ Grade \_\_\_\_\_

Date: \_\_\_\_\_ **Schedule changes can only occur through the 10<sup>th</sup> day of the semester.**

Schedule changes WILL NOT be made based on lunch, period or teacher. Some students may be in a class that they did not request in the Spring. The reason for this is because the class is full or it does not fit into a student's schedule based on other class requests. Be aware that other parts of your schedule may change to accommodate your request.

Please check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Need to take a required course | <input type="checkbox"/> Inappropriate skill level |
| <input type="checkbox"/> Lack of prerequisite           | <input type="checkbox"/> Incomplete schedule       |
| <input type="checkbox"/> Medical Issues                 | <input type="checkbox"/> Time/Work Release or TA   |

Describe the issue:

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I want out of (class name) \_\_\_\_\_

I want in to (List 3 options) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**ATTEND CURRENTLY ASSIGNED CLASSES UNTIL NOTIFIED!**

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**It is expected that if the student has a conflict with a specific teacher, he/she needs to meet with the teacher/parent/administrator to work out a solution.**

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## COUNSELOR SECTION

**APPROVED**

**DENIED**

**Counselor Signature** \_\_\_\_\_