

Name _____ ID _____ Grade _____

Schedule Change Request Form

During the forecasting process, we asked students to carefully consider selections since changes would be very difficult, even impossible, once schedules were built. In order to determine if you MIGHT be eligible for a schedule change, you must answer each question below to determine if this form should be submitted. During the schedule building process, we sometimes need to make changes in your course selection based on graduation requirements or a request for courses that cannot all be fit into the schedule. If you see courses on your schedule that you did not request or are missing courses that you did request, these were added or deleted out of necessity.

YES NO 1. Are you missing a period in the schedule? (You should have periods 1-8 on your schedule – period 9 and higher can be ignored.)

YES NO 2. Do you have one or more of the following:
a. Two periods of study hall?
b. A study hall AND Early Release or Late Arrival?
c. A study hall AND Religious Release?
d. A study hall AND Academic Improvement Seminar?
e. A study hall AND Auto Shop or Advanced Health Careers?
f. No study hall, Early Release, Late Arrival OR Religious Release?
g. A study hall during periods 1-6?

YES NO 3. Is there a class on your schedule that you already passed?

YES NO 4. Is there a class on your schedule for which you did not take the prerequisite or did not pass the prerequisite?

YES NO 5. Did you pass one of the classes on your schedule during the summer?

YES NO 6. If you are a senior, do you need a course for graduation that is not on your schedule? (You should check Parent Assist on the Internet to see if the course is part of your second semester schedule before submitting this request.)

If you answered YES to any of the above questions, you may be eligible for a schedule change. Write your change request on the copy of your schedule, staple this form to the schedule, and submit the forms. Some changes may need to be made the first day of school if you have multiple study halls in your schedule.

If you answered NO to all of the above questions, you are NOT eligible for a schedule change. You will need to accept the current schedule as written. Please do not submit any change form.