

## SCHEDULE CHANGE FORM 2023-2024

Name \_\_\_\_\_ ID# \_\_\_\_\_ Grade \_\_\_\_\_

Staffing and course offering decisions are based upon student course selections during the previous school year. This is the reason for limited schedule change options; however, there may be occasional circumstances that require a schedule change. **Schedule change requests made prior to school starting must meet at least one of the following criteria:**

- Failure to meet course prerequisites
- Failure to meet graduation requirements
- Course changes due to completion of summer school
- Inappropriate level placement (change levels)
- Students earning a failing grade from the previous year
- Error in the schedule: repeat class, two classes in the same period, sequencing problems, balance cores, not enough classes, etc.
- Program Changes - for example: Band, Choir, Athletics, etc.
- Dropping an elective for an Honors or AP course (only if there is room in the course)
- Please note that certain schedule changes are not available - for example:
  - Elective for an elective change
  - VLA class to an in-person class change

**Requesting to drop:** \_\_\_\_\_

**Requesting to add:** \_\_\_\_\_

\*Be sure to add as many credits as you are dropping. If you are dropping a full credit, add a full credit.. If you are dropping a half credit, add a half credit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

Director/Coach Signature (ONLY if dropping or adding a program): \_\_\_\_\_

Office Use Only: Committee Review: Approved or Denied \_\_\_\_\_ Date \_\_\_\_\_