

# Schedule Correction Request

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

Schedule changes will only be considered for one or more of the following:

1. An error in the schedule, ex: repeat class, two classes in same period, shortage of classes, sequencing problems, rescheduling of failed classes...
2. Change level of core class.
3. Balancing schedule (2 academic core per term)
4. \*\*Program/Placement issues, ex: dropping band, ROTC, change of sport, not making team, etc.  
(director or coaches signature is required)
5. Changing an elective to an academic enrichment/core class that counts in assessment/GPA.

DROP	ADD

**Reason for request: Circle one or more**

**1            2            3            4            5**

\_\_\_\_\_

Student signature Parent signature Date

\_\_\_\_\_

Phone number Email address

\_\_\_\_\_

\*\*Director/Coaches signature

Approved Denied

Committee Initials \_\_\_\_\_ Date \_\_\_\_\_