

Schedule Change Request Form- Grade 12 Only

Name:	ID#:
Grade:	Counselor:

Course to Drop:	Name of Course: _____ Indicate Semester: <input type="checkbox"/> 1 st sem., <input type="checkbox"/> 2 nd sem. or <input type="checkbox"/> Full Year
Course to Add:	Name of Course: _____ Indicate Semester: <input type="checkbox"/> 1 st sem., <input type="checkbox"/> 2 nd sem. or <input type="checkbox"/> Full Year

If a senior wishes to change a schedule, the student must:

- Contact each admissions office at the colleges to which the student has applied to inform them of the change the student wishes to make
- Ask each college how this will impact the student's admissions decision
- Ask if the college requires written notification of the change(s)

Reason for schedule change request

Please check the appropriate box(es). Please provide a written explanation if you mark boxes #5 or #6.

1. Failure of a class
2. Completion of summer school or outside course
3. Drop a course for a Study Hall (up through the first 20 days of the semester)

Teacher Signature *if semester has started*: _____ Materials have been collected

4. Level Change Recommended (must have the signatures of your teacher and the DC)

Teacher Signature: _____ Materials have been collected

Department Chair Signature: _____

5. College admission requirement (please explain):

Name of College(s): _____

6. Other Academic Reason (please explain on reverse side of application):

Student's Signature: _____ Date: _____

By signing this form you assume responsibility for any course fees after the 5th day from the start of the semester

Parent/Guardian's Signature: _____ Date: _____

*Important Deadlines: September 14, 2023 is the last day to drop a 1st semester course for a study hall
November 1, 2023 is the last day to add a course to your 2nd semester schedule*

February 6, 2024 is the last day to drop a 2nd semester course for a study hall