# Schedule Change Request Form Grades 9-12 - summer only

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>Counselor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course to Drop:</th>
<th>Name of Course: ____________________________________________</th>
<th>Indicate Semester: ☐ 1st sem., ☐ 2nd sem. ☐ Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course to Add:</td>
<td>Name of Course: ____________________________________________</td>
<td>Indicate Semester: ☐ 1st sem., ☐ 2nd sem. ☐ Full Year</td>
</tr>
</tbody>
</table>

**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:**  
July 14, 2022 is the last day to **drop/add** a course for 1st semester  
September 14, 2022 is the last day to drop a 1st semester course for a study hall  
November 18, 2022 is the last day to add/drop a course for 2nd semester  
February 6, 2023 is the last day to drop a 2nd semester course for a study hall