

**REQUESTS FOR TEACHER OR PERIOD CHANGES WILL NOT BE  
ACCEPTED**

**Schedule Change Request Form**

Student Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
*Print Student Name Clearly* Cell Phone \_\_\_\_\_

I am requesting a schedule change because of the following:  
(Check the appropriate box for all that apply)

- I have a hole in my schedule (I have a missing class in periods 1-6).  
The missing class is \_\_\_\_\_.
- I did not receive a required course.  
The course I need is \_\_\_\_\_.
- I need a change in course level (example: Spanish 3 to Spanish 2).  
My course should be \_\_\_\_\_.
- I am requesting a change in an available **elective** and understand that this change will be made only if space permits. This request may require a period change.  
Please drop \_\_\_\_\_. If possible please add \_\_\_\_\_.

\_\_\_\_\_  
Student Signature                      Parent Signature                      Date

**Students and parents requesting a change need to be fully aware of all of the implications and consequences. Please consider carefully both graduation requirements and college entrance requirements.**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ School Official \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

**Please return this schedule change form to the Counseling Office.**