



Course Change Request Form 2016-2017

Student Name _____

Grade _____

Current Schedule	Course Change
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Step 1: Write in current schedule in order of class period.

Step 2: Under Course Change, write in the replacement course you would like to be enrolled in.

Step 3: Have parent/guardian sign request form.

Step 4: Submit form to counseling office.

Course Request Change Policies

- Students who wish to add or drop an elective may do so during the first week of the new school year.
- After the first week of school, NO schedule changes will be made without teacher recommendation and administrative approval.
- Required courses cannot be dropped.
- Permission to add/drop any class is contingent upon course enrollment.
- Students may not add or be removed from an AP or Honors Course after the first week of the new school year without teacher recommendation and administrative approval.

Course Request Change Procedures Require:

- Counselor and current teacher consultation
- Counselor and potential teacher consultation
- Parent/guardian permission for course changes
- Administration approval

Student Signature

Parent/Guardian Signature

Counselor Signature