

# REQUEST TO CHANGE PROGRAM

Students must attend class until the entire form is completed and processed by the counselor.

Date \_\_\_\_\_

NAME OF STUDENT (PLEASE PRINT) \_\_\_\_\_

HOME PHONE \_\_\_\_\_

COUNSELOR \_\_\_\_\_

GRADE \_\_\_\_\_

I desire to drop \_\_\_\_\_  
NAME OF COURSE

and take \_\_\_\_\_  
NAME OF COURSE

My specific reasons for changing are: \_\_\_\_\_

In processing this request the student **MUST** secure signatures and recommendations in the following order. No action on a change will be taken until #1-4 are completed.

1. **Signature** \_\_\_\_\_  
(TEACHER OF COURSE BEING DROPPED)

Teacher comments/recommendations  AGREES  DISAGREES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade to Date: \_\_\_\_\_ Absences: (Excused) \_\_\_\_\_ (Unexcused) \_\_\_\_\_ Tardies \_\_\_\_\_

Parent contacted by teacher on \_\_\_\_\_ OR Teacher contacted by parent on \_\_\_\_\_  
DATE DATE

2. **Department chairperson signature** \_\_\_\_\_  AGREES  DISAGREES

Department chairperson comments/recommendations \_\_\_\_\_

\_\_\_\_\_

3. **Parent Signature** \_\_\_\_\_  AGREES  DISAGREES

Parent comments/recommendations \_\_\_\_\_

\_\_\_\_\_

4. **Receiving Teacher signature** \_\_\_\_\_  AGREES  DISAGREES

Receiving Teacher comments/recommendations \_\_\_\_\_

\_\_\_\_\_

5. **Counselor signature** \_\_\_\_\_  AGREES  DISAGREES

Counselor comments/recommendations \_\_\_\_\_

\_\_\_\_\_

Request for change:            Granted \_\_\_\_\_            Denied \_\_\_\_\_

**Administrator** \_\_\_\_\_

1.     Every effort was made in June and prior to the opening of school to correct scheduling errors and other computer oriented problems. Also, counselors have followed up on schedule changes caused by failure in a course prerequisite and/or successful completion of a summer school program which dictates course changes.
2.     As class size permits, consideration will be given to schedule changes initiated by a request to upgrade a course.
3.     Schedule change requests which are usually unacceptable are:
  - a.     Teacher changes
  - b.     Class period changes
  - c.     Level changes without teacher permission
  - d.     Adding to classes which are at maximum enrollments

**NOTES:**

1.     This form is not needed for schedule changes as described in paragraph #1 above. It should be used for all requests cited in paragraph 2 and 3.
2.     This form is to be used only after the third week of class.
3.     If you are dropping a course for a tutorial and still meeting minimum credit requirements, an administrative signature is not required.

**SPECIAL NOTE:**

1.     Students must attend their assigned class(es) until their schedule is officially changed by their counselor.
2.     If a request to change is denied, an appeal process is available. Students must remain in class until the appeal is heard and a decision rendered.