

# REQUEST FOR SCHEDULE CHANGE FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student ID#: \_\_\_\_\_ HR: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 Student Phone #: \_\_\_\_\_ Home Phone # : \_\_\_\_\_

**CHANGES WILL BE CONSIDERED BASED ON THE FOLLOWING REQUIREMENTS:**

1. There is an error on your schedule.  
 (A course is out of sequence or missing)
2. You would like to take a more challenging course.
3. Teacher requests / period # requests *are not granted*.

**What to do:**

1. Fill-out this form completely.
2. Have a parent sign the form.
3. Take completed form to Student Services.

(Please "X" Semester)

**Semester**

<u>1</u>	<u>2</u>	<u>ADD</u>	<u>REMOVE</u>

**PLEASE EXPLAIN ERROR ON YOUR SCHEDULE:**

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\_\_\_\_\_  
**PARENT SIGNATURE**

\_\_\_\_\_  
**PARENT PHONE NUMBER**

**VALID REQUESTS WILL BE FULFILLED WHENEVER POSSIBLE.**

**Please check PowerSchool for updates to your schedule.**

\_\_\_\_\_  
 For office use only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_