



Schedule Change Request

Directions: Please complete this form if you need to request a schedule change for a course for the current semester. Please check the calendar for the last day to submit schedule change requests. Any forms submitted after the deadline may not be accepted. Please complete the form and send it to your counselor. We will review forms in the order they are received and return the forms to the students within two school days. If you do not get a response within two school days, please follow up with your counselor. Schedule changes may not be made for teacher preference or Home Study period preference, however, if you have a concern please submit this form to begin the conversation.

Course to Drop	Course to Add	Reason for Change

Administrator/Counselor Notes:

Schedule changes will not be made without parent/guardian approval:

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: Signature: _____