



Schedule Change Request Form

Student's Name:

Grade:

Date:

Course Requesting to Dropping:

Course Requesting to Add:

- (Please check one) I did not register for this course.
 I registered for the course, but I would like to change.

BELOW IS THE W-K SCHEDULE CHANGE POLICY FROM THE STUDENT HANDBOOK. PLEASE SELECT THE REASON FOR THE REQUEST TO CHANGE A COURSE IN YOUR SCHEDULE:

Early Drops/Adds: Prior to, or the first five days of a semester

Students may request a schedule change prior to the beginning of a semester if the student:

- can explain a change in the primary selection criteria
 - 1) graduation requirements
 - 2) college entrance requirements
 - 3) appropriate placement in a class
- experiences an event that impacts the appropriateness of the class
- the master schedule dictates the need for a change

Other Considerations for Schedule Changes

A level of flexibility for student initiated schedule changes will exist if students are:

- Unknowingly scheduled into a class
- Counseled into a class despite reservations

IF YOUR REASON IS NOT LISTED ABOVE, PLEASE EXPLAIN YOUR REASON ON THE FOLLOWING PAGE AND THE COUNSELOR AND PRINCIPAL WILL REVIEW YOUR REQUEST.

Signatures Required on Back

EXPLAIN WHY YOU WOULD LIKE TO MAKE A SCHEDULE CHANGE EVEN THOUGH IT DOES NOT MEET ONE OF THE REQUIREMENTS FROM THE STUDENT HANDBOOK LISTED ON THE PREVIOUS PAGE:

REQUIRED SIGNATURES:

Please note that this is a request form and the schedule change is not guaranteed until all requests are reviewed to determine acceptance or denial.

Student Signature:

Date:

Parent Signature:

Date:

***If dropping Band or Choir, the student must also talk to the instructor for approval.**

Band/Choir Instructor Signature:

Date:

OFFICE - ACTION TAKEN:

ACCEPTED

Student's Schedule Was Changed- student's reason met one of the reasons in the W-K Handbook

Student's Schedule Was Changed- the counselor and principal approved the change

DENIED

Student's Schedule Was Not Changed- student's reason did not meet one of the reasons in the W-K Handbook

Student's Schedule Was Not Changed- the counselor and principal did not approve the change

Principal or Designee:

COMMENTS: