

# W-K SECONDARY

## SCHEDULE CHANGE REQUEST FORM

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Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

- 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 THE 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 THROUGH IT DOES OT MEET ONE OF THE REQUIREMENTS FROM THE STUDENT HANDBOOK LISTED ON THE PREVIOUS PAGE:**

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**REQUIRED SIGNATURES:**

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

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Student Signature

Date

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Parent/Guardian Signature

Date

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

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Band/Choir Instructor Signature

Date

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**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 approved the change

**Principal or Designee:**

**COMMENTS:**