

### Schedule Change Request Form

**\*\*This form must be filled out completely\*\***

Changes to your schedule will be made for the following reasons **ONLY**:

- Conflicts (two classes meet the same hour or one class scheduled twice)
- Incomplete Schedules (Schedules with less than 6 hours of study)
- Failure of a class
- Courses passed in Summer School or Credit Recovery

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

Change Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason Change is Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand changes will only be made for graduation requirements, mistakes, or repeated classes and **NOT** for reasons such as: personal preferences, teacher requests, incomplete request forms or classes that are listed as full.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE!**

\*\*\*\*\*

Change(s) Made? (Circle) YES / NO

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

\_\_\_\_\_  
Counselor's/Administrator's Signature & Date