

Schedule Correction Request

Name _____ ID# _____ Grade _____

Schedule changes will only be considered for one or more of the following:

1. An error in the schedule, ex: repeat class, two classes in same period, shortage of classes, sequencing problems, rescheduling of failed classes.....
2. Balancing schedule (2 academic core per term)
3. Program/Placement issues, ex: dropping band, ROTC, change of sport, not making team, etc.
(a director or coaches signature is required)
4. Changing an elective to an academic enrichment/core class that counts in assessment/GPA.

DROP	ADD

Reason for request: Circle one or more

1 2 3 4

Student signature

Parent signature

Date

Director/Coaches signature

Approved

Denied

Committee Initials _____

_____ Date