

REQUEST FOR SCHEDULE CHANGE

(Complete the following steps, in order.)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

1. Courses you want to drop:

_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem

Courses you want to add:

_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem
_____	This class meets:	All year	1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem

- Service Learning** Teacher Signature \_\_\_\_\_ Period \_\_\_\_\_  
*If selected, you MUST provide the teacher signature & period.*
- Teacher's Aid** Teacher Signature \_\_\_\_\_ Period \_\_\_\_\_  
*If selected, you MUST provide the teacher signature & period. (Teachers: Your signature verifies that you do NOT have another Teacher's Aid during the period indicated.)*

2. Explain your reason for requesting this change:

- \_\_\_\_\_ Requirement for graduation
- \_\_\_\_\_ Adding Service Learning (Mrs. Roberson's signature is required \_\_\_\_\_)
- \_\_\_\_\_ Teacher recommendation (Teacher signature required \_\_\_\_\_)
- \_\_\_\_\_ Other – Explain:

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

3. Parents must read and sign: I have read the Request for Schedule Change listed above. I am aware of the schedule change limitations in the CHS Student Handbook and understand that this change may not be allowed. I am also aware of any effects this change might have on graduation credits, honor graduate eligibility, scholarship eligibility, and/or college entrance requirements.

Parent Signature \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Return this form to the Counseling Center. **CONTINUE TO FOLLOW YOUR PRESENT SCHEDULE UNTIL YOU HAVE BEEN NOTIFIED THAT YOUR SCHEDULE CHANGE HAS BEEN APPROVED!**

Counselor Use Only	
_____ Graduation Requirement	_____ Approved
_____ Recommended	_____ Denied
_____ Not Recommended	
Comments _____	
Administrator's Signature _____	Date _____