

JAMES HUBERT BLAKE HIGH SCHOOL

Request for a Schedule Change

Print Name _____ Counselor _____

ID# _____ Grade _____ Home Phone _____

E-mail _____

Schedule Changes will be made for the following reasons. Please respond to the one that applies:

1. Scheduled in the wrong level course

Course to Drop: _____ Course to Add: _____

Teacher's Signature: _____ (circle*) **AGREE** or **DISAGREE**

* The teacher's agreement provides important feedback. It does not guarantee a change.

2. Need a particular course in order to graduate, i.e. never enrolled in US History

Course to Drop: _____ Course to Add: _____

3. Previously passed the current course

Course to Drop: _____ Course to Add: _____

If a change is made to your schedule your counselor will give you a new schedule. Please keep up your work in your current classes, as a change may not occur.

Student Signature

Date

Parent Signature

Date

SCHEDULE CHANGE POLICY

Schedule changes have a serious effect on the master schedule, individual schedules, and class size. The master schedule is developed by the number of course selections identified by students during the registration process. School administrators make decisions regarding the number of sections per department based on students' course selections. The following outlines our policy on schedule changes.

Schedule changes will be made for the following reasons:

- Completion of a summer school course
- Incomplete schedule (missing a class)
- Two courses in the same period in the same semester
- Failure of a prerequisite course
- Master schedule conflict

Please bear in mind, when you transfer from one class to another, you will be required to make up any work missed. If you still desire to make a schedule change after considering the aforementioned, please complete a *schedule change request form* in its entirety. ***No forms will be processed without a parent signature.***

Please return the form to the Counseling Office. Your counselor will then contact you, regarding the change, as soon as possible. Schedule change requests will be processed in the order in which they are received. ***Do not report to the requested class unless instructed to do so by your counselor.***

Information to include in your request:

1. Name of the course the student wishes to drop
2. Name of the course the student wishes to add
3. Teacher's Signature for the course requesting to be dropped, if a level change is requested

Requests for specific teachers will not be honored

Notes:

1. If a student drops a course after 25th day of each semester, the course appears on the transcript as a withdrawal with the grade/date at the time of withdrawal; no credit is given for the course. The withdrawal grade is not included in the transcript GPA but is computed on the report card for eligibility purposes.
2. Seniors, if you drop a course, a notice is included with your midyear report to colleges