



Minneola Charter School



Schedule Change Request Form

Name: _____ Grade _____ Date: _____

In order for a schedule change to be considered, a **Schedule Change Request Form** must be submitted. Phone calls or emails for schedule change requests will not be accepted. Priority for schedule change requests will be given to students who submit their form to their homeroom teacher or middle grades office within the first 5 days of school. Dislike for a teacher, desire to be with friends, or failing grades are not valid reasons for requesting a schedule change. Parent signature is required. All schedule change requests will be based on space available. Students will have to continue to follow their original schedule until the schedule change request is approved. Students will receive a new schedule if the schedule change request is approved. Schedule changes will be considered for the following reasons:

- Incomplete schedule (missing class) • Duplicate classes (e.g., two English classes)
- Improper placement (e.g. in Algebra 1 but did not take prerequisite)

*The counselor or assistant principal will notify the student ONLY if the schedule request is approved

**If the schedule change request is not approved , the student will NOT be notified and will have to keep the original schedule.

***Certain electives will not be available for certain schedules. For example, if a student has a core class that is advanced, they may not be able to take art because the art class is offered at the same time as the advanced core class. Please write the reason for your requested schedule change:

Current Class	Requested Class

Student Signature: _____

Parent Signature: _____

Office Use Only:

_____ Approved

_____ Not Approved