

Schedule Correction Form

Today's Date: _____

PLEASE NOTE: THIS FORM IS NECESSARY FOR ALL SCHEDULE CHANGES, WE WILL NO LONGER BE MAKING SCHEDULE CHANGES VIA EMAIL, PHONE OR BY DROP IN TO THE COUNSELING OFFICE.

SUBMITTING A REQUEST DOES NOT GUARANTEE A CHANGE. CHANGES WILL BE BASED ON AVAILABILITY AND GRADUATION REQUIREMENTS. **REQUESTS FOR TEACHER OR PERIOD CHANGES WILL NOT BE APPROVED.**

Check student portal the day before school starts to see if your request has been granted.

Name: _____ Grade: _____

Phone Number: _____ Student ID# _____

Reason for Correction (Please check one):

Below are the acceptable reasons to submit a class change request at this time:

- ☐ Athletics/Audition class to be added (Coach/Teacher must give permission via email to your counselor)
- ☐ Add or remove a zero hour request
- ☐ Change the level of a course (Ex: AP to CP; CP to AP; Algebra III to Pre-Calculus)
- ☐ I don't have at least six classes scheduled
- ☐ Concurrent enrollment (must provide concurrent schedule to counselor before change is made)
- ☐ MNTC enrollment add/drop
- ☐ Failed a course and need to retake it
- ☐ Completed a course through summer school and need to take it off my schedule/move up to the next level

Course to be Dropped: _____

Course Requested:

Preference #1 _____

Preference #2 _____

Preference #3 _____

STUDENTS - PLEASE ALLOW 48 HOURS (excluding weekends) AFTER SUBMITTING THIS FORM FOR US TO ADDRESS YOUR REQUEST, UNLESS IT IS BEFORE SCHOOL STARTS. If it is before school starts in August, new schedules won't be uploaded until the day before school starts. Otherwise, AFTER 48 HOURS, PLEASE CHECK ON THE INFINITE CAMPUS PORTAL TO DETERMINE THE STATUS OF YOUR COURSE CHANGE REQUEST. If you see no change, then it is because there is no space available, or you have not met pre-requisites for your requested course.

Student Signature _____ Parent Signature _____ Date _____

Approved _____ Denied _____ by _____

Reason for Denial _____