



Placement Change Request Form 2019-20

Complete this form if you want to take a course for which you were not recommended or to drop a course.

Talk with your current teacher or the department chair to learn the criteria for the course you are requesting. Once you meet those criteria, fill out this form and ask a parent, your current teacher, the department chair, and Ms. Jeter to initial below before taking the form to your Academic Dean (Ms. Freed if your last name is A-K or Ms. Simpson if your last name is L to Z) for final approval. Submit the form as soon as possible and no later than April 18, 2019. Every effort will be made to put you in the courses you request, but actual enrollment will depend on schedule availability.

Student name: _____ **Date submitted:** _____

Instructions: To request consideration to switch a course (e.g. from Chemistry to Honors Chemistry), put the course you want to switch to in the first add column and the course you want to switch from in the second drop column. If you wish to simply add a course without a switch then put the course in the add column and "N/A" in the drop column. To drop a course entirely put the course in the drop column and "N/A" in the add column.

COURSE TO ADD:			COURSE TO DROP:		
ALL INITIALS NEEDED:	Parent	Teacher	Dept Chair	Ms. Jeter	Dean
		Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	

COURSE TO ADD:			COURSE TO DROP:		
ALL INITIALS NEEDED:	Parent	Teacher	Dept Chair	Ms. Jeter	Dean
		Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	

COURSE TO ADD:			COURSE TO DROP:		
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		Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	Not recommended <input type="checkbox"/>	

FORM NEEDS TO BE SUBMITTED TO YOUR DEAN (Ms. FREED OR Ms. SIMPSON) BY APRIL 18, 2019