

## Schedule Change Request

NAME \_\_\_\_\_ DATE \_\_\_\_\_

GRADE \_\_\_ ID NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

WHAT COURSE DO YOU WANT TO CHANGE? \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

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

**Student schedules are created based on spring 2009 course selections. Schedule changes will be made only under the following conditions:**

- 1. Student's placement level is incorrect (for example: student is enrolled in a regular course but qualifies for honors)**
- 2. Error in scheduling**

**AS A GENERAL RULE, ELECTIVE CLASSES WILL NOT BE CHANGED.**

### **Team/Teacher Change Procedures:**

**NO TEAM OR TEACHER CHANGE REQUESTS WILL BE CONSIDERED UNTIL THE THIRD WEEK OF SCHOOL.**

**In order for a student to change teams/teachers, the parent/guardian must talk to the counselor and then fulfill the following guidelines:**

**Step 1: A meeting must occur with the student, his or her parent, the counselor, the teacher/team, and an administrator. In the meeting, the parent must explain his or her concerns and/or reasons for requesting a team/teacher change. An action plan will be developed to help meet the needs of the student.**

**Step 2: (a) After the initial meeting, a three week monitoring period will begin.**

**(b) The purpose of the waiting period is to establish rapport and communication between the student, parent, and school. Communication will be required at least once a week between the team and the parent.**

**Step 3: If after steps one and two are completed the parent still requests a team change, the final decision will be made by the principal.**