



# 2018-19 JICHS SCHEDULE CHANGE REQUEST FORM

Our master schedule has been built and teachers have been hired according to our students' course requests made in the Spring. Any schedule changes will be limited to a need only basis and must receive an administrator's approval. This **form must be filled out completely** in order to be considered. **This request does not guarantee that your schedule will be changed.** It may be impossible to meet your request. Elective course changes will not be made\*.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Email \_\_\_\_\_ Advisory Teacher \_\_\_\_\_

\*Schedule Change Responses will be emailed to student and parent, so be sure to check your email!\*

### Reason for request (select one):

- I have already received credit for the course;
- A course needed for graduation or promotion has been omitted;
- I need a course to earn completer status/IB diploma;\*
- I failed a course under this teacher.
- I failed a course (or made a D) and need to repeat it;
- I have not passed the prerequisite for this course;
- I do not have a full schedule or want to add another course;
- I need the course to meet college entrance requirements.

### What changes do you need?

Period	Sem. 1 or 2	Drop Course:	Period	Sem. 1 or 2	Add Course

Comment: \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Phone \_\_\_\_\_

Parent Signature approving schedule change \_\_\_\_\_

Parent email \_\_\_\_\_

Date \_\_\_\_\_

**Policy for Course Change and Course Drop:** Class changes and drops are only permitted within the **first five days of the semester** and **must** have administrative approval. Valid reasons for class change include incorrect placement in a level (e.g. math).

**Please turn this form in to your administrator's office, either room 120 or 123.**

Counselor Signature: \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Counselor Review Date: \_\_\_\_\_

Administrator: Approve \_\_\_\_\_ Deny \_\_\_\_\_

- A schedule change is not needed for on time graduation.
- A schedule change is needed but creates scheduling conflict. Parent contact is required.
- Schedule change is needed.