

Completed forms must be turned into the Guidance Office. You can pick up a Schedule Change slip on the table in the Guidance Office to complete later. When done, drop it off at the Guidance Office. The next day pick up the change slip on your counselor's office door to see if the changes were made. If changes were made, start your new schedule immediately. Check the far right **Yes or No** column in the box below to see if a schedule change was made.

## REQUEST FOR SCHEDULE CHANGE

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**How to complete the form:**

- Write in the class you want to drop, the new class you want to add, and an alternative if the class you want to drop is full. Please Print neatly.
- Note: courses needed for graduation requirements have priority
- Your Parent or Guardian must sign before you turn the form in
- Many classes are full which will make it unlikely your schedule can be changed
- If the Guidance staff cannot read your writing or understand your form it will not be worked on last!

**Complete the box below with the proper information:**

Per	I want to Drop Class / Name	I want to Add Class / Name	Alternative Class	Reason to Change	Change Made? Check <b>Yes or No</b>
1					
2					
3					
4					
5					
6					
7					
8					

\* Please be aware that all changes are contingent upon available space in the course(s) requested and graduation requirements.

*I understand that incomplete request forms will not be processed. I also understand that if I drop a class after the 6<sup>th</sup> week of school, I will have a Withdraw Failure grade (WF) on my official transcript even if I am passing the course. A "WF" grade is calculated as an "F" in GPA computation.*

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*To be completed by parent/guardian:*

I approve of the requested schedule change and understand the DoDEA policy on dropping a course after the 6<sup>th</sup> week of school.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*For Guidance Office use only:*

Date received \_\_\_\_\_ Processed \_\_\_\_\_