



2019-2020 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 after June 4th*.

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;
- I need a course to earn completer status or IB diploma
- A course needed for graduation or promotion has been omitted;
- I have not passed the prerequisite for this course;
- I failed a course under this teacher;
- I do not have a full schedule;
- I failed a course (or made a D) and need to repeat it;

What changes do you need?

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

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 week of the semester** and **must** have administrative approval. Valid reasons for class change include incorrect placement in a level (e.g. math) or missing a required class.

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. Schedule change is needed.
- A schedule change is needed but creates scheduling conflict. Parent contact is required.