

# SCHEDULE CHANGE REQUEST – WHS

# Spring 2017

**Directions: 1) Complete the chart below 2) Get signatures 3) Return textbooks (if changed is approved)  
4) Bring the completed form to the Counseling Office.**

**\*\*\*REMEMBER, THIS IS A REQUEST. NOT ALL CHANGES ARE POSSIBLE! YOU MUST CONTINUE TO ATTEND THE CLASSES TO WHICH YOU ARE ASSIGNED UNTIL YOUR SCHEDULE IS OFFICIALLY CHANGED. IF YOU DO NOT ATTEND A CLASS, EVEN IF YOU LATER DROP OR CHANGE THE CLASS, YOUR ABSENCE WILL BE CONSIDERED A TRUANCY.**

Name: \_\_\_\_\_ Short ID# \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_ Date \_\_\_\_\_

## PLEASE FILL IN ALL INFORMATION REQUESTED

**Counselor (circle):** Mr. Campbell (A-Cohen) Mrs. Taylor (Coleman-Islam) Mr. Kem (Ito-Mercado) Mrs. Carrington (Meyers-Sedique) Mrs. Bethmann (Seelan-Z)

Student, please initial by each box verifying your understanding of add/drop policies:

\_\_\_\_\_ 

The last day to enroll in a new or different class is Friday, February 3, 2017. PE and student aiding are the only options after this date.

\_\_\_\_\_ 

The last day to withdraw from a class without penalty of a failing grade on your transcript is Friday, March 3, 2017. We encourage you to remain in class and make every effort to achieve a passing grade.

\_\_\_\_\_ 

Any withdrawal must be validated by a faculty member, and must be approved by parent or guardian; plus the counselor and administrator. Any withdrawal that occurs after Friday, March 3, 2017 will result in a permanent grade of "F" on your transcript.

\_\_\_\_\_ 

If an academic level change (for example, from Spanish 2 to Spanish 1) is recommended by a faculty member and approved by your parent or guardian, no grade penalty will occur. However, the transfer grade will follow you to the new course.

Additionally, please initial by each statement verifying your understanding of counselor/teacher expectations prior to making a change:

\_\_\_\_\_ I understand I need to speak with my new instructor about access to the new course syllabus

\_\_\_\_\_ I understand I may have to complete make-up assignments/tests to stay on track in the new course

\_\_\_\_\_ I understand my grade in my previous class may follow me to my new course as my transfer grade

\_\_\_\_\_ I understand how the grading system works in the new course

**Reason I am dropping this course (Please select all that apply):**

- I did not complete the summer assignment
- I did not select this class
- The course is too difficult
- The amount of homework is too much
- I am stressed out
- I am having scheduling conflicts
- The class is not what I expected
- Other (Please Explain): \_\_\_\_\_

Class Period	DROP Course	Teacher Signature	ADD Course	Teacher Signature
0				
1				
2				
3				
4				
5				
6				

**\*\*Materials:** If you are dropping or changing athletics, or a Visual or Performing Arts class, you must get a signature from the coach or instructor and return all materials/equipment prior to making the class change/drop (i.e. uniforms, instruments, art supplies).

Coach/Instructor Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

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