

Petition to Drop/Add Course 2022-2023

Student Name: _____ Grade: _____

Schedule Change Procedure (See Student Handbook)

Students are encouraged to choose classes carefully. Very few schedule changes will be permitted once courses are selected. At the beginning of each new semester, schedule changes will be made for up to 5 days for the following circumstances: course change is required to meet graduation requirements, course change necessary to balance classes, any change deemed necessary by the counselors, teachers, or principal.

Please explain the reason that applies to the schedule change you are requesting:

Student Signature: _____ Date: _____

Teacher Section

Course to Drop: _____ Semester: _____ Bell: _____

Course to Add: _____ Semester: _____ Bell: _____

Drop Teacher Signature: _____ Date: _____

Add Teacher Signature: _____ Date: _____

Parent Section

Please note that schedule changes will cause a change in fees. See amount above. Check PowerSchool for adjusted fees. Refunds will be made after the next scheduled School Board meeting.

Parent Signature: _____ Date: _____

Administrative Section

Principal/Assistant Principal Signature: _____ Date: _____

Counselor Section

Course necessary for graduation based on diploma type: Yes / No

Rationale for change: _____

Counselor Signature: _____ Date: _____