

SCHEDULE CHANGE REQUEST FORM

Change Requests BEFORE the last day of school in June:

- Fill out this form with parent/guardian signatures only
- Return this form to the Student Services office. Your form will be reviewed to determine whether the request can be honored

Change Requests DURING the first 3 days of the trimester:

- Fill out this form; include all signatures (parent, teacher & administrator)
- Return this form to the Student Services office. Your form will be reviewed to determine whether the request can be honored

****School counselors will review Schedule Change Request Forms and notify students via school email the decision made.**

Student Name: _____ **Grade:** _____ **Date:** _____

Class you want to drop: _____ **Trimester:** _____

Class you want to add: _____

The WHS master schedule is based on courses students selected during the course registration process. It is critical those selections are taken seriously. Students are expected to abide by their course selections and their resulting class schedule. Schedule changes are meant to be kept at a minimum. Please indicate the reason for your request:

Academic Misplacement

**Documented Medical Condition
(must be provided)**

Schedule Conflict

Other (please explain below)

Explanation/Comments: _____

***Parent/Guardian Signature:** _____ **Date:** _____

NOTE: You must have a parent signature before a schedule change can be made

***Teacher initials acknowledging student will be dropping the course:** _____ **Date:** _____

NOTE: You only need a teacher signature if you are currently taking the class.

***Administrator signature:** _____ **Date:** _____

NOTE: You only need an administrator signature if you are dropping an **AP/Honors course during the first 3 days of the trimester**)

**Please note that the priority of schedule changes will be given to those students who have conflicts in their schedules, require changes for work completed over the summer, failed to meet prerequisite requirements based on the results of classes taken in the spring, or are looking to take a more rigorous course. Not all requests can be honored due to available seating within each class.

Students may request changes during the DROP/ADD period, which includes the first THREE days of the trimester. We will **not make schedule changes for the first trimester after September 5th. Please see page 82 of the WHS Course Description Book for more information on the drop/add policy.

What is an Academic Misplacement?

- Student is placed in the wrong level of class (see note regarding administrator signature)
- Student is placed in a class without taking or successfully passing the recommended prerequisite

What is a Schedule Conflict?

- There is a gap or open period in your schedule
- More than 1 class is assigned at the same time
- The first & second part of a course are during the same trimester

What qualifies for an “other” issue?

- Missing an academic core class such as English, history, math or science
- Missing a graduation requirement necessary to graduate in the upcoming school year
- A change is needed to meet a post-secondary admission requirement

What reasons **do not** qualify for a schedule change?

- Student wants to change a teacher (unless previously failed or almost failed their course)
- Student wants to change their lunch
- Student does not have friends in their class
- Student wants to change the placement of their study hall