



Schedule Change Request

In order for a student to receive a schedule change:

- teacher approval must be obtained from the teacher of the class being dropped and the class being added; then
- parental approval must be obtained; and
- administrator's approval

Name: _____ Grade: _____



Period	Drop	Teacher Initials	Add	Teacher Initials
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Parent Signature: _____ Date: _____

Guidance Advisor: _____ Date: _____