

SHS SCHEDULE ADJUSTMENT FORM (Fall 2022)

Student Name: _____ Grade: _____

Counselor: _____ Date: _____

I would like to request a level change in the following class: _____

I would like to drop the following class: _____

I would like to add the following class: _____

Reason for request (**Be specific**): _____

I agree to follow my class schedule until the completed form is returned to the school counseling office and my schedule has been adjusted. Student Signature: _____

1. Parent Signature: _____ Comments: _____
2. Teacher Signature: _____ Books Returned? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____
3. Department Supervisor Signature: _____ Comments: _____
4. Counselor Signature: _____ Comments: _____

Note: Requests for changes in course level just a few days or weeks into the school year will not be considered.

Students and parent/guardian who choose to change a level should be aware that class sizes and/or scheduling conflicts may not allow for a change. We believe that it is appropriate for any student who is struggling with the demands of a particular course to try to address the issue with the help of his/her teacher.

Deadlines for changing course levels or dropping courses are as follows:

Level Changes: Sept. 28 – Oct. 4
Nov. 1- 9

*Requests for level changes beyond the final deadline will be reviewed by the Director of School Counseling, Assistant Principal, and Principal if an agreement cannot be reached. Changes will only be granted if there are extreme personal circumstances.

Dropping courses: Aug. 31 – Oct. 4 *No penalty*
Oct. 5 – Nov. 1 *A grade of 'W' will be noted on transcript*
Beyond this date, drop will have a WF noted on transcript

*A class drop will only be approved if the student is carrying the appropriate number of courses.