

Deadline to turn in request: Dec. 17, 2010
Deadline to turn in upon approval: January 21, 2011

PHS Request for Schedule Change Spring Semester 2011

Student Name _____ Grade _____

Request for schedule changes must meet one of the criteria listed below. Please check the box that applies to your situation.

- I have an incomplete schedule.
- I already earned credit for a course listed on my schedule.
- I need to drop/add a course to fulfill a graduation requirement.
- I wish to take a more challenging/enriching course.
- I failed a course and need to retake it.
- I have an IEP or 504 Plan and have concerns about a course listed on my schedule.

Please write the course(s) you want to drop and the course(s) you wish to add (the master schedule is posted both in the high school and counseling offices). Note: Review of this form does not guarantee approval.

<u>Hour</u>	<u>DROP</u> <u>Course</u>	<u>Hour</u>	<u>ADD</u> <u>Course</u>
1 2 3 4 5 6	_____	1 2 3 4 5 6	_____
1 2 3 4 5 6	_____	1 2 3 4 5 6	_____
1 2 3 4 5 6	_____	1 2 3 4 5 6	_____
1 2 3 4 5 6	_____	1 2 3 4 5 6	_____
<small>Note: MVS (online) courses and Dual Enrollment are now closed for 2nd semester.</small>		<small>Note: MVS (online) courses and Dual Enrollment are now closed for 2nd semester.</small>	
<small>Courses that may be closed: PE II and Art I</small>		<small>Courses that may be closed: PE II and Art I</small>	

If you feel your situation necessitates a rare exception to this policy, write a detailed rationale (reason) for your drop/add request below.

Student Signature

Parent Signature

Once you have approval with the Counselor, you must obtain signatures of the following teachers:

Name _____
Signature _____

Name _____
Signature _____

Name _____
Signature _____

Name _____
Signature _____