

Fall Semester 2019 Schedule Change Request Form

If you wish to request a schedule change, you **must** complete this form with the appropriate signatures and return it to the Counseling Office **no later than 3pm on Thursday, May 16th. No changes will be allowed verbally or thru email; you must complete this form for your request to be reviewed.**

****Requests for schedule changes will be honored only if there is an “academically compelling reason.”**

Your request will be reviewed by an academic committee that will make the final decision. **We will notify you by email by May 30th about whether your request was approved or denied** and students will be able to view their final 2nd semester schedules in Parent Portal after August 1st.

Please remember that you were advised to put careful thought and planning into your course requests last school year and classes offered at DRHS are based on your student requests in Campus.

UNACCEPTABLE reasons for a schedule change include, but are NOT limited to:

- Student is requesting a particular teacher
- Student is requesting to not have a particular teacher
- Student wants a different lunch time
- Student wants the same class time as a friend
- Student wants a specific class during a specific block

ACCEPTABLE reasons for a schedule change include the following:

_____ I am requesting and/or my teacher recommends a “level change” (Honors, AP, IB class ADD or DROP) based on my academic skill level / performance. What class do you need DROPPED? _____

What class do you need ADDED? _____ **Teacher signature REQUIRED:** _____

_____ Student has completed Teacher Assistant application and wants to drop a class for a TA position instead. (Attach completed TA form to this form – available in Counseling Office and on DRHS website.)

_____ I have not completed the prerequisite for the following class

Name of class: _____ Requested replacement: _____

_____ My schedule is incomplete or I am missing a required class. What needs to be added? _____

Additional schedule change request NOT included above (please explain):

Student Signature REQUIRED: _____

Parent Signature REQUIRED: _____

Email REQUIRED (for emailing back our answer by May 30th): _____

Daytime Phone: _____

OFFICE USE ONLY:

Date received: _____ Date processed/emailed: _____

Was the schedule change granted? Why or why not? _____
