

Leesville Road High School Schedule Change Request Form

Please allow two schools day for a response.

Changes are not reviewed until the end of the school day.

Student Name: _____ PowerSchool ID: _____

Course(s) to DROP:

Course(s) to ADD:

Please indicate/check the reason for your request:

- Increase rigor
- Scheduled for a course previously passed (COURSE PASSED: _____)
- Scheduled for same course twice
- Previously failed with teacher for same course (Teacher Failed: _____)
- Sequencing issue (e.g. Level 2 before Level 1)
- Course needed for graduation/promotion
- Incomplete schedule/hole in schedule
- Other (will require administrative approval):

Important Notes:

- This form must be submitted to the LRHS Student Services Office.
- No emails/scans or faxes will be accepted.
- Schedule change requests via telephone or email will not be accepted.
- When a schedule is adjusted for one course, it is very likely that other courses (sequencing, teacher, semester, etc.) will be impacted. Submission of this form indicates that you understand this is a possibility.
- *Simply changing your mind about a course is not grounds for a schedule adjustment. Our course offerings and master schedule were designed based on your requests during the registration period.*

Student Signature: _____ Date: _____

Student Email: _____

Parent/Guardian Signature: _____ Date: _____

Parent Email: _____

After the start of the school year, students will be notified of approval or denial of any changes through documentation given to their first period teacher.