

Wake Forest High School Schedule Change Request Form 2019-2020

Student Name _____ Grade _____

Best phone # _____ Email address _____

Semester Change Requested Fall/Spring Period Change Requested 1 2 3 4

Check one below and complete information where requested:

Increase Rigor: _____ to _____
Current Course Desired Course

Previously Failed Teacher For Same Course: _____
Teacher Name

Scheduled For Course Previously Passed: _____
Course Name

Missing a course needed to graduate (Seniors only): _____
Course Name

Incomplete Schedule: _____
Missing period/Semester

Scheduled For Same Course Twice: _____
Course name

Sequencing Issue (Level 2 Before Level 1): _____
Course name

**There will be no change made because you have changed your mind about a course. One of the above MUST be checked, and apply to your request, to be considered. No changes are guaranteed, even if a teacher has agreed to a change.*

**This form must be completed and turned in to Student Services between August 16-21. Students who do not receive schedules until day 1 of school have until 2:30pm August 28 to turn this form in. No more than one form may be turned in for a requested change.*

**NO phone calls or e-mails regarding schedule changes will be accepted.*

**Schedule changes that are approved will be made by August 30.*

Student Signature _____

For Office Use Only (Counselor Will Complete):

Approved Denied Come to Std Svcs