

# PROGRAM AREA CHANGE REQUEST FORM



## INSTRUCTIONS

Complete this form if your child is requesting to move from one program area to another.

## STUDENT INFORMATION

Student's Legal Name		Current Grade Level
Parent E-mail	Parent's Phone Number (     )     -	

## WTCC PROGRAM AREA

Current Program Area	Requested Program Area
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## PARENT/LEGAL GUARDIAN WRITTEN REQUEST

By signing below, I am requesting a seat in a program area other than the program to which my student was assigned upon acceptance to Vernon Malone College & Career Academy.

- I understand that all program area change requests are subject to availability, and a waitlist system may be used if a program is full.
- I understand that my student will remain in his/her current program area until otherwise notified.
- I understand that, if accepted into my requested program area, I forfeit the seat in my original program area. If I am no longer interested in changing program areas, then I will notify the VMCCA Student Services Department in writing as soon as possible.
- I understand that enrollment in any program area is a privilege, and all students must meet academic and behavioral expectations for enrollment. Students who are not recommended for enrollment in WTCC program area courses should consider a change of school in order to take advantage of opportunities available at other WCPSS high schools.
- I understand that WTCC may adjust academic requirements for any program area without advanced notification. Students no longer eligible for their current program area will receive guidance in selecting a new program area (subject to availability).
- **Simulation & Game Development program ONLY:** I understand that my student must meet a minimum unweighted GPA requirement of 2.2 prior to enrollment in this program.

Signature of Parent/Legal Guardian	Date (mm/dd/yyyy)
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## INTERNAL USE

Approved	Denied	Comments
Signature of Counselor or Principal		Date (mm/dd/yyyy)