



### REQUEST FOR TRACK CHANGE for 2019-2020 SCHOOL YEAR

If you would like to request a track change for the 2019-2020 school year, please provide the information requested on the other side of this form and return this form to the office by **February 15, 2019**. Completion of this form does not guarantee a track change request will be granted. Track changes are limited by availability of open seats, number of classes per grade level, staffing, and in conjunction with any year-round middle school siblings. The goal is always to keep the four tracks balanced to best meet the needs of all students.

Due to changes in state mandated class sizes, decisions on track change requests may need to be made late in the school year. We know that this makes planning for next year's trackouts difficult, but we need to know how many classes we will have on each grade level and how many teachers we will have before making any final decisions. **To comply with class size requirements, it is possible that some students will be asked to change tracks even if the families did not request a change. We will avoid such changes whenever possible.** We will always provide an opportunity for siblings to be on the same track.

The parent/custodian submitting this track change request acknowledges that both parents/custodians of this student are in agreement with this request being submitted. In cases where one parent/custodian has sole custody of the student, the person submitting this track change request acknowledges his/her legal authority to do so.

**Please complete the form on the other side of this page.**

**REQUEST FOR TRACK CHANGE for 2019-2020 SCHOOL YEAR**

- **Due no later than Friday, February 15, 2019.**
- Please fill out a separate form for each child and staple the forms of siblings together.

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent Email address (Please print neatly.) \_\_\_\_\_

**Current** Track Assignment \_\_\_\_\_ **Current** Grade Level \_\_\_\_\_ **Current** Teacher \_\_\_\_\_

Number the tracks requested in order of preference with #1 being your first choice #4 being your last choice:

- \_\_\_\_\_ Track 1
- \_\_\_\_\_ Track 2
- \_\_\_\_\_ Track 3
- \_\_\_\_\_ Track 4

If you have students at a year-round middle school needing a track change as well, you must submit a form to our school and to the middle school. If you do not submit forms at both schools, we cannot guarantee that both students will be moved to the same track.

**Reason** for requesting track change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Siblings**

	Last name	First Name	Current School	Next School	Current Grade/Track
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**\*\* PLEASE NOTE:**

- \* If possible, results will be e-mailed to the parent email address provided above by the end of April 2019.
- \* Once a track change has been approved it will not be changed again during the 2019-2020 school year.
- \* There will not be a "waiting list" for track changes.

**FOR OFFICE USE:**  
Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_