

## Athens Drive High School Spring 2019 Schedule Change Request

### Schedule changes will only be considered for the following reasons:

1. Enrolled in a course you have already completed and received credit.
2. Enrolled in a course for which you have not met the prerequisite.
3. Do not have a full schedule of 4 classes.
4. Want to move up/drop down a level in a core class (Must have signed Release form if dropping Honors/AP course).
5. Course needed for promotion and/or graduation

**Note: Your request MUST meet one of the above criteria to be considered. No changes are guaranteed, even if a teacher has agreed to a change. There will be no changes made for teacher preference.**

### Procedures for Requesting a Change

1. Submit form in box located in the Student Services office by **February 1, 2019 at 2:30 PM.** **Counselors will not be available to see students and/or parents who walk in with schedule change forms as forms are processed in the order in which they are received.**
2. Request will be reviewed and if it meets the criteria for a schedule change and if there is room in another class that works in your schedule, the change will be made.
3. Students will receive their new schedule or a response indicating why their schedule could not be changed.

Schedule changes will be made according to **space available in classes.**  
Making a schedule change for one class may result in changing the rest of your schedule.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Drop Course	Add Course	Alternate Choice

Indicate reason for request:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_