

Oakdale High School Counseling Center

Schedule Change **REQUEST*** for the **2019-2020 School Year**

The Master Schedule for the school year is based on the classes that students requested during the registration process in February. Teachers are hired and classes are arranged to reflect students' interests, program choices and Frederick County's graduation requirements. We recognize that it is frustrating for both parents and students when the schedule is different than what they anticipated. However, the schedule is prepared to reflect students' requests, and more often than not, a change is not possible. Therefore, a change will only be made for the following reasons:

- Not a complete schedule (less than 8 credits)
- Course level is incorrect
- Student needs to repeat a previously failed course that is a prerequisite for another course
- Course was requested but is missing on schedule and is a graduation requirement (**SENIORS only**)
- Improper sequence (example: Spanish 3 before Spanish 2)
- Teacher recommendation for change in instructional level, if seat is available

The following are some, **but not all**, of the reasons a change will be denied:

- Request for another teacher
- Course requested was not an original request
- Course is closed
- Class will result in eating on a different lunch shift than friends
- Elective changes are not considered a priority
- Friends are not in the student's class
- Changed mind about a class

*** Completion of a Schedule Change Request form does not guarantee a schedule change will be made.**

Please complete all entries below. Incomplete request forms will not be processed.

Name _____ Grade _____

Last First

Email _____

Parent Cell/Work Phone _____ Student Cell Phone _____

REASON FOR REQUEST: _____

Class(es) to be DROPPED:

Class(es) to be ADDED: (in order of preference, please list specific courses)

Parent Approval

I have read the schedule change policy and have discussed this change with my child. I understand it may change my child's education program of study.

Parent Signature (required)

Date

Student Signature

Date