

**Urbana High School**

**Student Services Department**

**REQUEST FOR CHANGE IN EDUCATION PROGRAM**

Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Parent cell/work#: \_\_\_\_\_

Student cell: \_\_\_\_\_ Parent email: \_\_\_\_\_

**Schedule Change Priorities – Please Circle One:**

1. Course sequence or prerequisite concerns (ex: Spanish 1 must be taken before Spanish II)
2. Academic level corrections or changes (ex: Honors to Merit)
3. Balance concerns (ex: too many academic courses in one semester)
4. Reschedule to take a failed class
5. Make adjustments to a transitional Educational Program for Juniors & Seniors  
(Work Study, Mentor/Internship, SSL. Required application process – see Mrs. DeWaal, Room C219)  
(Open Campus/FCC – see your counselor)
6. Elective changes are probably not possible due to staffing decisions based on initial student requests.

I would like to **DROP** the following Class(es):

---

---

I would like to **ADD** the following Class(es):

---

Please explain how this change will improve your educational program.

---

**PARENTAL APPROVAL**

I HAVE DISCUSSED THIS CHANGE WITH MY CHILD. If a course change is requested after the first five days of the semester, the course will appear on the transcript with a designation of WP (Withdrawn Passing) or WF (Withdrawn Failing). Courses from which students have withdrawn passing are not calculated into the student's grade point average. A grade of WF, however, will negatively impact a student's GPA. Level changes may be requested at any time during the semester. Grades earned prior to the level change will simply transfer to the new course.

---

Parent Signature

---

Student Signature

---

Date