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requested after the first five days of the semester, the course will appear on the transcript with a designation of WP (Withdrawn Passing) or WF (Withdrawn Failing). Courses from which students have withdrawn passing are not calculated into the student’s grade point average.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 ___________