



## Walkersville High School Counseling Center

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### Schedule Change Request Form

(All forms must be turned in to the Counseling Center by the 5<sup>th</sup> day of the semester)

A schedule 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)

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

**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

Student ID Number \_\_\_\_\_ Student Email \_\_\_\_\_

Parent Email \_\_\_\_\_

**REASON FOR REQUEST:** \_\_\_\_\_

Class(es) to be DROPPED:

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

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### **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