

Course Change Form

2019-2020 Schedules

Student Name:		ID:
Student Signature:		
Parent Signature:		

If requesting a change to or from a honors/AP course (3 signatures needed):

- **Step 1:** Meet with current teacher and the respective department chair. Discuss the reason for your request, your academic goals, and past performance. If approved, obtain signatures from both (teacher and chair).
- **Step 2:** Meet with your guidance counselor. Discuss your overall schedule and goals. Review graduation requirements Obtain signature.

If adding or dropping an elective (1 signature needed):

- **Step 1:** Meet with your guidance counselor. Discuss your overall schedule and goals. Review graduation requirements. If approved, obtain signature.

Change #1	Add:		Drop:	
Reason for Change Request:				
Approval Signature/s	Current Teacher	Department Chair	Counselor	
Change #2	Add:		Drop:	
Reason for Change Request:				
Approval Signature/s	Current Teacher	Department Chair	Counselor	
Change #3	Add:		Drop:	
Reason for Change Request:				
Approval Signature/s	Current Teacher	Department Chair	Counselor	