

2019-2020 Centennial High School Fall Semester Schedule Change Request Form

PLEASE READ CAREFULLY: In the spring of 2019, each student was given the opportunity to work with their parents and a school counselor to complete course requests for the 2019-2020 school year. Parents and students had the opportunity to access the course requests through Xello. At that time, students were able to change courses. It is important to know that our master schedule is based upon the students' requests made last spring. In order to be fiscally responsible, decisions regarding staffing, the number of class sections within each subject area, and purchasing of instructional supplies were based on these projections. Once classes are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity.

Please complete this form, in its entirety (Steps 1-3), if you would like to request a change to your schedule. Incomplete forms will not be considered. NOTE - Submitting a schedule change request form does not ensure that the request will be approved; only that it is eligible for consideration.

The deadline to request a change to your schedule is 4:15 p.m., Tuesday, August 27. The deadline to drop a PAP/AP course is Friday, September 13.

STEP I: To be completed by the STUDENT

Name: _____ Grade: _____ Date of Request: _____

Student ID: _____ Counselor Name: _____

I request to drop the following class:

I request to add the following class (**NOT** guaranteed):

Please indicate the reason for your requested schedule correction/change. Place a large "X" in the applicable box below. **ALL SUCH REQUESTS REQUIRE PARENT SIGNATURE ON THIS FORM** to be considered. If you are dropping or adding an athletic or activity class, the coach or sponsor's signature is required on this form to be considered.

	<p>1. Level Change – Adding or Dropping a Pre-AP or AP level course. <i>(Zeros during the course and attendance to available tutorials are a major part of the change request considerations)</i></p> <p style="text-align: center;"><i>(Step II & III Signatures and Appeal REQUIRED)</i></p>
	<p>2. I have been selected to participate in a sport or school sponsored activity or no longer wish to participate in a sport or school sponsored activity that has an elective class.</p> <p>Coach or Sponsor Signature: _____</p> <p style="text-align: center;"><i>(Step III Signature and Appeal Not Required)</i></p>
	<p>3. I am currently enrolled in a course in which I have previously earned credit.</p>

APPROVED SCHEDULE CHANGES ARE NOT IN EFFECT UNTIL THE STUDENT RECEIVES A REVISED SCHEDULE FROM THE COUNSELING OFFICE.

STEP II: To be completed by the PARENT (Parent signature IS required)

● Date of contact with teacher to discuss my student's performance and placement:

● This contact was made: in person by phone by email

● After conversations with my student and his/her teacher, I support this request.

Parent Signature

Additional comments for consideration: _____

STEP III: To be completed by the TEACHER of the class requesting to be dropped (Required)

● Has the student received a zero on any assignment, quiz, or test during this semester? Yes
 No

● Progress Report Average: _____ Current Average: _____

● Has the student attended tutorials to receive extra help for your class: Yes No If YES, how many times? _____

● After conversations with the student and his/her parent, I support this request. _____

Teacher Signature

Additional comments for consideration: _____

OFFICE USE ONLY:

Request received: _____
(date)

Counselor notified: _____
(date)

New schedule provided to student: _____
(date)

Schedule Change Request APPROVED _____ Will revisit appeal Notes: _____

Schedule Change Request DENIED _____ Does not meet criteria Does not fit into schedule
Class closed / above capacity