

Westlake High School Schedule/Course Change Request Form 2017-18

Course change requests must occur by **September 1, 2017** for fall semester and by **January 23, 2018** for spring semester. You are expected to follow your printed schedule until you are notified that a change has been made. If your schedule change request is approved, you are authorizing your counselor to change your entire schedule if necessary (including teacher changes) to accommodate your request. This also could mean that you have one teacher for the fall semester and a different teacher for the spring semester for the same course. Keep in mind, prerequisites must be met prior to enrollment in a course.

- Priority changes include: having a hole in your schedule, enrolling in a course for which you've earned credit, and being enrolled in a course for which you do not meet prerequisites.
- When requesting a **level change** (moving from an advanced course to a grade-level course in the same subject), priority will be given to students failing the class. Level changes require direct communication between parent and teacher, in addition to signatures by both on this form. **Level change requests should be completed by October 6, 2017 and by February 23, 2018.**
- Dropping a course after the 20th day of class will result in an F being placed on the transcript, regardless of the current grade. See the [Student Handbook](#) (page 35).
- If you are dropping or adding an athletic/activity class, a signature from the coach/director is required.
- We will not overload classes to accommodate schedule change requests.

Name **Grade**

Email address **Cell Phone Number**

I am requesting a: course change level change

Explain your reason(s) for requesting this change (write on the back or attach a separate page if necessary):

Course to be DROPPED	Course to be ADDED	Teacher/Coach/Director Signature
		Student needs to turn in text book YES / NO <input type="radio"/> I approve this request <input type="radio"/> I do not approve this request

Student Signature **Date** **Parent Signature** **Date**

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 Counselors, please consider the following: Is a participation fee required? Have both the sending and receiving teacher been consulted? Would the change cause an overload in the new class?

Counselor signature **DATE** **Administrator signature** **DATE**
 I APPROVE this request
 I DENY this request