

# SCHEDULE CHANGE REQUEST FORM 2018-2019

**\*\* TO BE USED AFTER 9/21/18 – Please return to Counselor\*\***

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Course Requesting to Drop: \_\_\_\_\_

Course Requesting to Add: \_\_\_\_\_

Are you registered for NCAA? (or planning on registering)  yes  no

**1. Reason for requesting change (please check one)**

- Error or Omission                       Co-op/Internship                       Accommodate U of R/RIT/MCC  
 Graduation Requirement               Level Change (AP to Regents)               Replace Study Hall with a Class

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**2. Parent's Comment: (required):** Why do you feel this is in the best interest of your child?  
(Changes will not be considered without this comment).

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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**3. Teacher/Case Manager:** Signature indicates that you are aware the student is considering a drop, please contact counselor with any relevant information.

\_\_\_\_\_ **TEXTBOOK MUST BE RETURNED TO TEACHER**

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**4. I understand that this is ONLY a request to change my schedule. The request will be evaluated and a decision will be made by the grade-level Academic Achievement Team. I must attend class until I am notified of the committee's decision.**

For semester courses dropped after 5 weeks and full-year courses dropped after 10 weeks, my report card will reflect the following:

- A "W" (Withdraw) will show for the final course average. My transcript will also report this and will remain on my permanent record.
- **Courses dropped including AP classes may impact college admission.**

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\_\_\_\_\_  
\_\_\_\_\_

*For Office Use Only:*

Date drop request made: \_\_\_\_\_

Date form returned to counselor: \_\_\_\_\_

Date to be reviewed by Achievement Team: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

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