

Request for Schedule Change
Must be completed by the student

Schedule changes will be prioritized based upon academic necessity (ex. Missing a required class or repeating a class you've already passed). Please complete this form completely and be as specific as possible to expedite your request. This form must be completed and submitted before any appointment will be made to see Ms. Herzog.

Sometimes Ms. Herzog is unable to grant your schedule change. This may be due to a variety of reasons, including overbooked classes, missing required classes, or insufficient academic justification for the requested changes. I UNDERSTAND THAT TURNING IN THIS FORM DOES NOT GUARANTEE THE CHANGES I REQUEST WILL BE MADE.

Please initial here to confirm that you understand the above statement _____.

Student Name _____ Grade _____ Date of request _____

Student email _____

Identify the primary reason for your schedule change request:

1. _____ Missing a required class (list request in next section, sign and return – no parent signature required)
2. _____ Placed in a class that I've already passed (list class in next section, sign and return – no parent signature required)
3. _____ Failed a class (retake needed) : _____
4. _____ Add an elective: _____
5. _____ Drop a class: _____
6. _____ Other

Please describe your request in detail:

If dropping a class, what would you like to add to replace the credits? (please give 2-3 options):

1. _____
2. _____
3. _____

Student Signature _____

Parent Signature _____ (required if dropping a class)

FOR OFFICE USE ONLY

Date Request submitted: _____

Received by: _____

Meeting requested? Yes or No If Yes, when? _____

_____ Schedule Changed as requested Date _____

_____ Unable to do schedule change as requested Date _____

Reason:

_____ Unable to change schedule at all Date _____

Reason:

	1st	2nd	3rd	4th	5th	6th	7th
MATH	ALGEBRA 2	PRE-CALC	P. FINANCE P. FINANCE		PRE-CALC		ALGEBRA 2
MATH		ALGEBRA 1	ACT MATH ACT MATH	GEOMETRY		GEOMETRY	ALGEBRA 1
SCIENCE	STUDY HALL STUDY HALL		BIOLOGY	ANATOMY	BIOLOGY	PHYSICAL SCIENCE	BIOLOGY
SCIENCE	CHEMISTRY		CHEMISTRY	CHEMISTRY	CHEMISTRY	PHYSICS	CHEMISTRY
ELA		ELA 9	CUL ARTS NUTRITION		NUTRITION NUTRITION	ELA 9	
ELA		SPEECH SPEECH	ELA 11	ELA 11	STUDY HALL STUDY HALL	SPEECH 10 SPEECH 10	ELA 11
ELA	ELA 10 ELA 10	ELA 12		ELA 12	AP LIT 12	ELA 10 ELA 10	
SOCIAL STUDIES		W. HISTORY 10 W. HISTORY 10	PSYCHOLOGY SOCIOLOGY				W. HISTORY 10 STUDY HALL
SOCIAL STUDIES	GOVERNMENT		GEOGRAPHY 9	GOVERNMENT	GEOGRAPHY 9	GOVERNMENT	STUDY HALL
SOCIAL STUDIES	AM HISTORY	AM HISTORY	HOLLYWOOD	GEOGRAPHY 9		AM HISTORY	GEOGRAPHY 9
TECH/ BUSINESS	MULTI-MEDIA	ACCOUNTING ENTREPRE.		INTRO TECH	MARKETING WEB DESIGN		INTRO TECH MULTI-MEDIA
TECH		NA HISTORY	INTRO TECH		INTRO TECH	VIDEO GAME	
TECH					PROGRAMMING PROGRAMMING		
AG	INTRO TO AFNR ANIMAL SCIENC	FUND OF AG ADV AG	WELDING 1 WELDING 2		LANDSCAPE AG COM/HORT	BIOTECH STUDY HALL	
SPANISH	SPANISH 3 & 4	YEARBOOK YEARBOOK 2	SPANISH 1	SPANISH 1		SPANISH 2	SPANISH 2
ART	ART 1 ART 2	ART 1 ART 2	PLAN			ART 1 ART 2	
HEALTH/PE	HEALTH PE	HEALTH PE	PLAN		FITNESS/YOGA FITNESS/YOGA		
STUDENT SUPPORT							
MUSIC	PIANO PIANO	CHOIR	STUDY HALL		PLAN		EX. MUSIC
MUSIC	BAND						
Freshmen Reqs	Sophomore Reqs	Junior Reqs	Senior Reqs				
ELA 9	Speech/ELA 10	ELA 11	ELA 12 or AP Lit*				
Geography	World History	American History	Government				
Algebra 1	Algebra 2	Geometry	Personal Finance or Economics				
Biology	Physical Science or Chemistry*	Chemistry or Physics*					
Intro Tech	* Based on teacher recommendation						