

Anthony Wayne High School
CLASS SCHEDULE CHANGE REQUEST FORM

PLEASE READ CAREFULLY: It is made clear that from the time a student returns the course request form (February) until mid June a student may request a schedule change. It is important to realize that our master schedule is based upon the student requests made in February. Once classes are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity.

Student Name _____ Date _____ Grade _____

Counselor: (circle) Mrs. Bunde Mr. Kalo Mr. Puhl Mrs. Bixler

Changes will be made only if the request meets one of the following criteria:

1. The student failed a previous course.
2. You have taken this class in the summer.
3. A technical error was made in the process of scheduling the student's request.
4. The requested course is not offered or in conflict.
5. The student did not meet the prerequisite for a course.
6. Senior English and/or Math course load are unbalanced.

The following are not typically reasons for granting a schedule change:

1. To request a certain teacher.
2. To have a specific study hall or a specific class during a specific period.
3. To have a class with a friend.
4. To have a specific lunch.
5. Because you simply changed your mind.

***If you feel you have an educationally sound reason to request a change please use the back of this form to explain how this change would improve your educational goals.**

CURRENT CLASS	REQUESTED CLASS

FORM IS NOT VALID WITHOUT A PARENT AND STUDENT SIGNATURE

Student Signature _____

Parent's signature _____

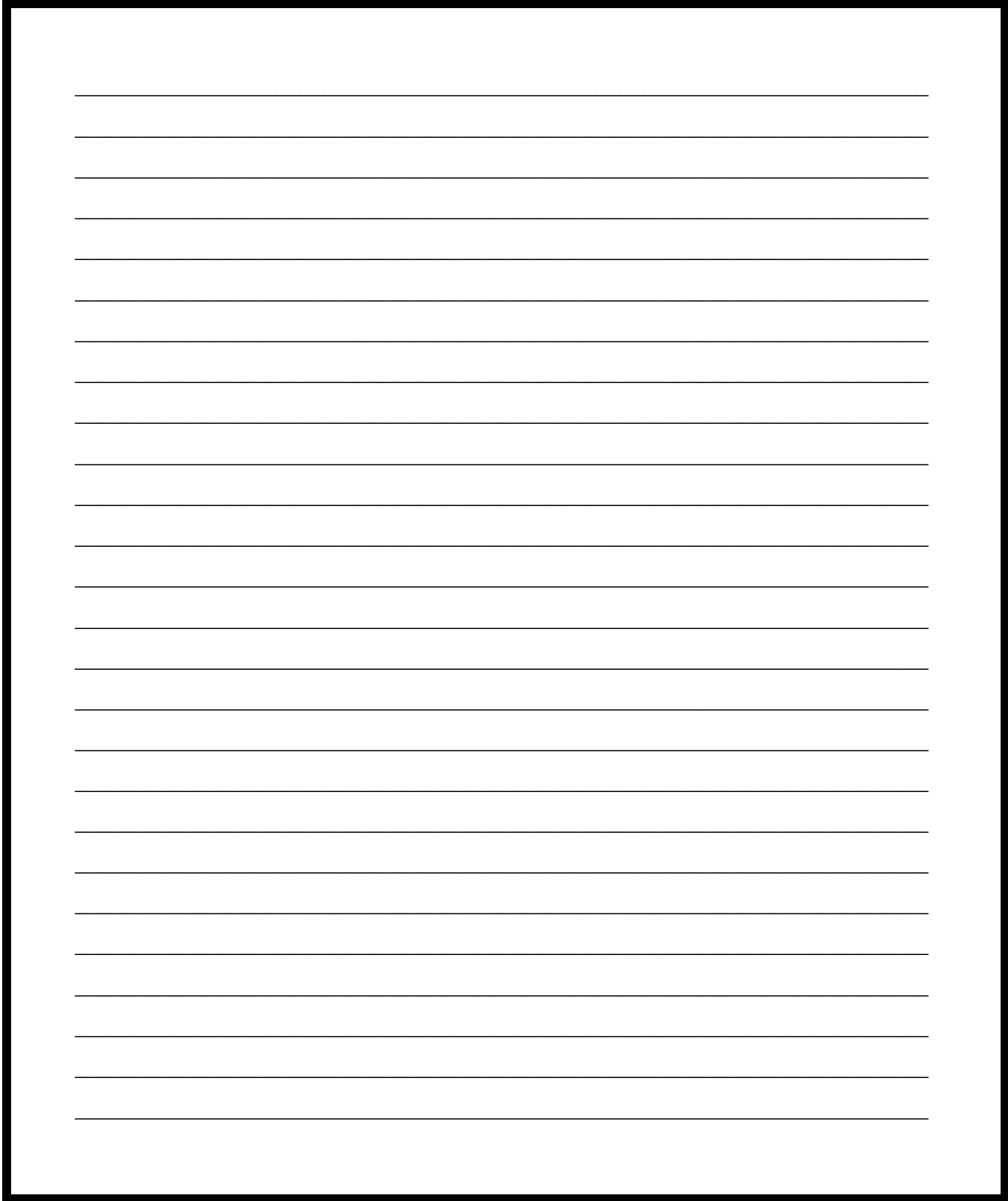
****Please return this form to your counselor when it is complete.***

Office Use Only

_____ Date Approved

_____ Date Denied

Using paragraph form, explain how changing your schedule is an educationally sound decision that will improve your educational goals for the future.



A large rectangular box with a thick black border, containing 25 horizontal lines for writing. The lines are evenly spaced and extend across most of the width of the box, leaving a small margin on the left and right sides.