



Grafton High School SCHEDULE CHANGE REQUEST FORM



Please read this first (from the handbook):

Schedule change forms are available in the counselors' office. Student requested schedule changes must be made within the first five days of the beginning of first semester. Schedule changes for second semester are submitted to the counselors in December. Changes will only be considered for legitimate reasons that affect the educational process. Changes will be made based on availability. When schedule changes are requested, the teachers concerned will be consulted. All schedule change forms must include a parent/guardian signature.

Students in any weighted course (honors, AP, or dual credit) must commit for the entire year. The only possible consideration for a schedule change will be made after students complete a process including but not limited to teacher/student conference and teacher/student/parent conference, followed by a petition for a schedule change through a committee comprised of administrators, counselors, and teachers.

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**Name:** \_\_\_\_\_ **Student number:** \_\_\_\_\_

**Grade level:** \_\_\_\_\_

**Course to be dropped:** \_\_\_\_\_

**Period of the class to be dropped:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Course to be added:** \_\_\_\_\_

**Period of this class to be added:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Reason for change:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent signature (required for change):** \_\_\_\_\_

**Please look at the back. If you need help, please see your counselor.**

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Counselor (circle one):

Last names A-L:
Wyatt

Last names M-Z:
Mahon

This worksheet will help in the schedule change process. Not every case will require that this be filled out, but it can be helpful if necessary. Please see your counselor if you need help or additional information.

Period	Current Schedule	Proposed Change	Teacher ok?	Are there open seats?
1				
2				
3				
4				
5				
6				
7				
8				