

ORHS 2019-2020 Request for Schedule Change

Schedule change requests will only be accepted until 3:30 p.m. on August 9, 2019

Name: _____ Grade _____ Phone number _____

E-mail: _____

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Schedule Change Requested: *(No lunch change requests accepted.)*

Drop: _____ Add: _____ Alternate: _____

Please check the problem with your schedule requests:

_____ 1. Lack prerequisites or proper preparation for course or student has already passed course

_____ 2. Lack of credits for graduation, college entrance, NCAA or TSSAA.

_____ 3. Other: Please explain:

All drop/add requests are contingent upon course availability. We cannot overload classes to accommodate any requests.

No course is considered officially dropped/added until notification by the counseling office.

Parent Signature

Date

Note: This form must be completed and returned to the Counseling Office Administrative Assistant, emailed to your counselor, or submitted electronically via Skyward. Please do not make appointments with counselors to change schedules.

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All students should complete the summer reading/project requirement for the course(s) requested prior to the change deadline. You will be notified by your counselor if a course change request has been approved. If a change is made, you will be responsible for any summer requirements for the new course(s).

OFFICE USE ONLY BELOW THIS LINE

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DATE AND TIME RECEIVED _____ INITIALS _____

APPROVED

DENIED