

Schedule Change Form (August 2019)

Use this form to identify academic program needs.

Office Use Only

Change made: Yes No Counselor: _____
Date: _____

Name _____

Advisor _____

Year of Graduation _____ House _____

Add (Please list all classes you want to add).

Course Title

Remove (Please list all classes you want to remove.)

Course Title

Parent/Guardian Signature _____ Date _____

If student has a case manager, please be sure that case manager approves changes and signs this form BEFORE a change is made.

Case Manager Signature _____ Date _____

Student Signature _____ Date _____

Reminders:

- A first semester course may be dropped without penalty before 10/04/19.
- A second semester course may be dropped without penalty before 2/10/20.
- A year-long course may be dropped without penalty before the first quarter marking period closes (10/25/19).
- Courses withdrawn before these time frames will not appear on the student's record.
- Courses withdrawn after these deadlines will be recorded as a W (Withdrawal), and a Course Withdrawal Form should be completed.

Date class change was made in Jumprope (if needed)- _____ by whom _____.