



# REQUEST FOR SCHEDULE CHANGE

LINCOLN/SOTA II/COULEE MONTESSORI



Student requests for schedule changes require the following:

- (1) Student completes and signs form
- (2) Parent signs form
- (3) Teachers involved sign form (both the teacher dropped and new teacher requested)
- (4) Student turns in completed form to the office
- (5) Principal signs form and gives to counselor for schedule change after approval/denial (Class size is a consideration in the approval process)
- (6) Student remains with original schedule until a school counselor contacts him/her with their new schedule
- (7) Counselor contacts parent if denied

NOTE: No course changes will be approved after the second week of each semester unless initiated by administration

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

ADD CLASS

Class Requested: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Current Student Count for Course Requested (Teacher)

DROP CLASS

Class Requested: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Current Student Count for Course Dropped (Teacher)

The reason for this change is: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

*(After completing this portion, turn in form to school office)*  
**STAY WITH YOUR ORIGINAL SCHEDULE UNTIL CONTACTED BY A SCHOOL COUNSELOR**

### PRINCIPAL:

\_\_\_\_ Approved

\_\_\_\_ Denied

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature Date

### COUNSELOR:

\_\_\_\_\_  
Counselor Reviewing Form Date

Parent notified if denied on \_\_\_\_\_