

HANOVER-HORTON HIGH SCHOOL SCHEDULE CHANGE REQUEST FORM

Please complete this form **if** you have a change request that is deemed an **acceptable reason** for a schedule change. A great deal of time is invested in the scheduling process. Teacher assignments are created based on the courses that students sign up for in the spring. For these reasons, **no changes will be allowed unless they are deemed necessary by the school.**

Student Name: _____ Date: _____ Grade: _____

Phone Number: _____ Email: _____

(Some changes are made after the school day. Please provide a number where you can be reached.)

*Hanover-Horton High School allows changes for the following reasons:
(Please check all that apply and provide an explanation)*

- _____ I have no schedule/incomplete (less than 7 classes) schedule: _____.
- _____ I have already earned credit for this course: _____.
- _____ I passed this course in Summer School: _____.
- _____ I need this course for graduation/college: _____.
- _____ I have not completed the prerequisite for this course: _____.
- _____ I failed this course and need to retake: _____.
- _____ I would like to replace an elective course with a required course: _____.

For the reason(s) checked above, I am requesting the following schedule change:

Drop Course & Hour	Add Course & Hour	Alternate Choice & Hour

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Procedure for Requesting a Change

1. Submit form in the box located in the high school office or FAX the form to 517-563-0155 during the designated schedule change period. **Counselor will not be available to see students and/or parents who walk in with schedule change forms as forms are processed in the order in which they are received.** You may schedule a time to meet with the counselor by contacting the high school office.
2. Request will be reviewed and if it meets the criteria for a schedule change and if there is room in another class that works in your schedule, the change will be made.
3. Students will receive their new schedule or a response indicating why their schedule could not be changed.

Note:

- Schedule changes will be made according to **space available in classes.**
- Making a schedule change for one class may result in changing the rest of your schedule.
YOU MUST FOLLOW YOUR CURRENT SCHEDULE UNTIL YOU RECEIVE A NEW SCHEDULE.

FOR OFFICE USE ONLY:

_____ SCHEDULE CHANGE DENIED. Reason: _____

_____ SCHEDULE CHANGE APPROVED.

_____ OTHER: _____

Counselor/Principal Signature: _____ Date: _____