

# WHS Counseling

## Schedule Change Request Form



STUDENT NAME \_\_\_\_\_

1st Period Teacher \_\_\_\_\_

COUNSELOR (Circle)

A-COL = Thompson

COM-G = Witt

H-LA = Wiese

LE-OL = Nold

OM-SO = Jenkins

SP-Z = Sieber

**Scheduling Reminders:** It is the responsibility of the student to verify that a class change will meet the requirements for graduation and scholarship opportunities. Changing your schedule may result in class periods or teachers changing. Other things to consider:

- Students must have 6 classes. AP Study Hall qualifies for students taking 2 or more AP classes.
- Students may NOT request a teacher change.
- AP & other advanced classes require the principal's approval.
- No schedule can be changed after the 5th full day of the semester.
- You must follow your current schedule until there has been a change in Infinite Campus.
- Check Infinite Campus or with your 1st period teacher to see if your request was approved.

DATE \_\_\_\_\_ CLASS I WOULD LIKE TO DROP: \_\_\_\_\_

**EXPLAIN WHY:**

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**LIST THE COURSE(S) THAT YOU LIKE TO ADD** *(In order of choice):*

1st \_\_\_\_\_ 2nd \_\_\_\_\_  
3rd \_\_\_\_\_ 4th \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

PRINCIPAL SIGNATURE (Required for AP/Advanced Classes) \_\_\_\_\_

TEACHER SIGNATURE (Required for AP/Band/Chorus/Orchestra/JROTC) \_\_\_\_\_

*FOR OFFICE USE ONLY*

**CHANGE COMPLETED:** \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ RETURNED TO STUDENT

\_\_\_\_\_ Class change is not possible. Please request this course next year.

\_\_\_\_\_ Please make appointment to see your counselor.

\_\_\_\_\_ Other (See counselor's comments below)

