

## SCHEDULE CHANGE FORM JUNE 2017

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

**Entering Grade:** \_\_\_\_\_

**Request to Drop:**

\_\_\_\_\_

**Request to Add:**

\_\_\_\_\_

**Reason:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Parent email**

- ❖ Schedule change requests must be made **in person at SPHS on Friday, June 9, 2017, between 10:00 am – 1:00 pm.**
- ❖ Requests to **change a teacher will not be considered.**
- ❖ Schedule change requests may be submitted in accordance with this process, but final approval will be given at administrator discretion.
- ❖ Schedule change requests submitted outside this procedure will not be considered.
- ❖ You will be notified of the decision via your school email **by June 30, 2017.** Please check your email prior to inquiring about a change.
- ❖ If you are requesting an advanced class in which you were not approved, you must submit an Override Letter located in Guidance.