

**Maricopa High School
Schedule Correction Request Form**

Name: _____

ID#: _____

Grade: _____

In an effort to ensure that all MHS students are properly placed into their classes, the Counseling Department will make **SCHEDULE CORRECTIONS** for very limited reasons. Just because you believe a schedule correction is necessary does not mean that we will be able to accommodate your request due to class sizes, course availability, and prior course requests.

Schedule corrections to change lunch periods or to switch to a class because of a friend or teacher are not approved.

Please begin by identifying the reason for your request based on the following criteria:

_____ There is an hour missing in my schedule.

_____ There is a duplicate class or other verifiable error in my schedule.

_____ I am a senior who needs a class to graduate.

_____ I took and passed a summer school/online class and need to remove that class from my schedule.

_____ I need to add or drop a Zero or 8th hour class.

_____ I am significantly behind in credits and need to add a credit recovery class to my schedule

If you have checked one of the above boxes, please identify the class you are requesting to DROP and the class you are requesting to ADD, if applicable.

Once your request has been reviewed by a counselor, you will either receive a new schedule OR you will receive this form back with an explanation as to why you did not receive a schedule correction.

Class(es) to DROP: _____/_____/_____

Class(es) to ADD: _____/_____/_____

_____ Your schedule correction request has been accommodated and your new schedule is attached.

_____ Your schedule correction request has not been accommodated (see explanation below), please continue to adhere to your original schedule.

Counselor: _____

Date: _____

Parent: _____

Date: _____

Student: _____

Date: _____