

James I. O'Neill High School
SCHEDULE CHANGE REQUEST FORM

Name: _____

Grade: _____

Course to be dropped: _____

Course to be added: _____

Courses may be added and/or dropped only when the Principal approves the change. The following guidelines apply:

- To request a schedule change that does not involve an error, pick up a Schedule Change Request Form in the Guidance office. You will need to get signatures from the teacher, your parent/guardian, your counselor, and the principal. You must follow your original schedule while a decision is being made. When in doubt, stop by the Guidance Office to inquire about the status of your request.
- A request to add a class will be considered during the first 15 school days of the semester if there is room in that particular class. If the change involves modifying the rest of your schedule, there must be room in all of the classes. Beyond that point only a drop in course level* will be considered. *For example, course to be dropped: honors, course to be added: non honors.
- A request to drop a class requires a review of the student's overall academic situation by the counselor. Students may not drop academic courses that are required for graduation, and they must carry at least five credits plus Physical Education.
- After the first five weeks of a semester course and after the first ten weeks of a year-long course, requests to drop a course will be denied. In cases that are deemed exceptional, there will be a meeting of the student, parent/guardian, counselor, and administrator: Cases will be judged on an individual basis. For courses dropped at this point, there will be a notation of "W/P" (Withdraw Passing) or "W/F" (Withdraw Failing) and a grade note with present grade on the transcript. Requests to change schedules for teacher preference or lunch preference will be denied. Any extenuating circumstances should be discussed with a counselor or administrator.
- When a student switches a course, all prior grades will follow this student into their new class. If the course was weighted, that weight too will follow.

Student	Reason for Request: _____ _____	Signature & Date
Teacher	Current Grade(s) _____ Recommendation/Comments: _____ _____	Signature & Date
Parent	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature & Date
Guidance Counselor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Recommendation/Comments: _____ _____	Signature & Date
Principal	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature & Date