Please note the following before completing this form:

- Student schedules may **not** be changed without written consent of a parent/guardian.
- Schedule changes will **ONLY** be made to accommodate *appropriate* course level changes and to fill incomplete schedules.
- Your counselor will process schedule changes and provide you with an updated schedule through your homeroom teacher. You will also be notified by your counselor if your request cannot be fulfilled.
- Schedule changes may affect college admissions decisions. Please contact your counselor for more information.
- Due to space and scheduling constraints, the student may be required to remain in the course for the academic year.
- Sometimes, parents/students choose to reject placement recommendations of the classroom teacher and request to place the student in a more demanding course. It is important to be aware of potential challenges of placing a student in a course that is more demanding than the course recommended by the teacher. When a transfer is possible, it may be necessary to reschedule other classes in a student’s schedule to accommodate this shift. This general disruption may cause problems in other courses where the student may have made a positive adjustment.