

Leesville Road High School Schedule Change Request Form 2019-2020

Student Name: _____ **PowerSchool ID:** _____

Course(s) to DROP:

Course(s) to ADD:

Please indicate/check the reason for your request:

- Increase rigor
- Scheduled for a course previously passed (COURSE PASSED: _____)
- Scheduled for same course twice
- Previously failed with teacher for same course (Teacher Failed: _____)
- Sequencing issue (e.g. Level 2 before Level 1)
- Course needed for graduation/promotion
- Incomplete schedule/hole in schedule
- Other (will require administrative approval):

Important Notes:

- **This form must be submitted to the LRHS Student Services Office.**
- **No emails/scans or faxes will be accepted.**
- **Schedule change requests via telephone or email will not be accepted.**
- **When a schedule is adjusted for one course, it is very likely that other courses (sequencing, teacher, semester, etc.) will be impacted. Submission of this form indicates that you understand this is a possibility.**
- ***Simply changing your mind about a particular course is not grounds for a schedule adjustment. Our course offerings and master schedule were designed based on your requests during the registration period.***

Student Signature: _____ **Date:** _____

Student Email: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent Email: _____

****For the remainder of the summer/until school begins on August 26th, notification of approval/denial will occur via email.**