

Kelly High School Schedule Change Request Form

2019-2020 School Year

Print Student Name: _____ Grade: _____

Schedule changes will only be considered for the following reasons.

Please mark the most appropriate selection:

- Missing Required Class
- Duplicate Class
- Hole in Schedule
- Wrong Level Class
- Took Class during Summer School
- Wish to increase rigor of schedule
- Prerequisite not met
- Have a physical injury or condition that prevents participation in class
- Enrolled in a course you have already completed and received credit

Indicate the course(s) you would like to change:

Drop Course	Add Course	Alternate Course

**** This request may cause your other class periods and teachers to change ****

Completion of this form is NOT a guarantee that the request will be granted. Schedule change responses will be emailed to students and parents, so be sure to check your email. You may also check the portal for updates. Follow your current schedule until you are notified that changes have been made. Turn in this form to the KHS Office by 3:00 p.m. on Friday, August 16, 2019. Thank you.

* Student Signature: _____

* Parent Signature approving schedule change: _____

* Parent Email and Phone Number: _____

For Counselor Use Only:

Approved: _____ Denied: _____ Canceled: _____

Admin Signature: _____ Date: _____