

September Course Change Request: This form must be submitted to The Counseling Center by September 19, 2013.

- Print clearly, please.
- Parent signature is required.
- You must complete all requested information; doing so enables us to work more quickly.
- Requests for teacher or class meeting period changes for the same course will not be honored.

Circle counselor's name: All 7th and 8th graders are to circle → Ms. Pickering.

Ms. Conlon

Ms. Friedland

Ms. Hannity

Dr. Purrone

Today's date: _____ Last name: _____ First name: _____ Grade: _____

Parent email address: _____ Student email address: _____

Parent Signature (required) _____

You must provide a reason for each request:

1. Error: Your schedule is missing or lists incorrect English, Social Studies, Math, Science or Language course you originally requested.
(Errors are handled first.)
2. Level change: you wish to move to a course at a level different from the level you originally approved. (Level changes are handled second.)
3. Elective(s) change: you wish to drop elective(s) you approved last year OR you wish to add a new elective. (Elective changes are handled last.)

You must follow your current schedule until you or a parent receives an email from your counselor about the outcome of your request. Once the email has been received you must print your revised schedule from the Student or Parent Portal.

Course to be added	Course to be dropped	Reason