REQUEST FOR A COURSE CHANGE

2019-2020 School Year

|  |  |
| --- | --- |
| **Grade: \_\_\_\_\_\_\_\_** |  |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **Date: \_\_\_\_\_\_\_\_\_\_\_\_** |
|  Please Print Legibly  |  |
| **SEMESTER 1** |  |
| COURSE TO DROP:  | COURSE TO ADD:  |
| COURSE TO DROP:  | COURSE TO ADD:  |
|  |  |
| **SEMESTER 2** |  |
| COURSE TO DROP:  | COURSE TO ADD:  |
| COURSE TO DROP:  | COURSE TO ADD:  |

Course Change requests will be considered ONLY if they meet one of the below criteria.

**IT IS EAST’S POLICY THAT NO CHANGES WILL BE MADE DUE TO TEACHER PREFERENCE.**

Please check the box of the reason that best describes your situation:

[ ]  You have a course on your schedule that you have already passed.

[ ]  You are a senior who is missing a class needed for graduation.

[ ]  You have a class on your schedule that was not a primary or alternative request.

[ ]  You have a class on your schedule for which you do not meet the prerequisite.

[ ]  You have a “BLANK/OPEN” on your schedule and need a class in that block.

[ ]  You wish to try a more challenging course in (English, Math, Science or Social Studies.)

**NOTICE:**

**LAST DAY to ADD/DROP Courses will be August 9, 2019.**

 **AP Courses will not be dropped.**

**Approved Schedule changes will be sent to the student as soon as possible.**

 **Counselor Use only:**

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| --- |
| **APPROVAL:** **[ ]  YES** **[ ]  NO** |
| **REASON:** |
| **COUNSELOR:** |