

HUNTINGTON HIGH SCHOOL
GUIDANCE DEPARTMENT

SCHEDULE CHANGE REQUEST FORM

Last Name _____ First Name _____ Date _____

Grade _____ ID # _____ Guidance Counselor _____

The Schedule Change Policy: A student's schedule may **ONLY** be changed under the following conditions:

- A student is mis-scheduled because of inadequate or erroneous information.
- Course failure is made up in Summer School.
- Administrative action becomes necessary because of imbalance of class loads, loss of a teaching unit, unique or unforeseen constraints.
- An additional course is needed to meet graduation requirements.
- A schedule adjustment is required because a student already has received credit in a scheduled class.

Students who wish to add a course in place of a study hall or lunch period, must do so before the 8th session of the requested course. Requests will be considered on the basis of course enrollment.

REQUEST FOR COURSE CHANGE (Signatures Required):

I am requesting the following course change(s):

DROP	ADD	REASON
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian _____ *Daytime Telephone #* _____

Director/Chairperson

Response from your Guidance Counselor:

To: (1st Period Teacher) _____ For: (Student) _____

From: (Counselor) _____

The following is the status of the change you have requested:

