

## Class Change Request Form

The following must be completed **BEFORE** a class change will be considered at quarter:

<b>Due Dates: Quarter 2 - October 21st, 2022</b>		<b>Quarter 4 - March 24th, 2023</b>	
<b>Step 1: Student Concern</b>			
Name of Student:		Grade:	
Class to Drop:	Period:	Teacher Name:	
		Teacher Signature:	
Class to Add:	Period:	Teacher Name:	
		Teacher Signature:	
Reason for Change:			
Steps I have taken to address the issue:			
<b>Step 2: Meet with Counselor (student initiated)</b>			Date:
Counselor notes:			
<b>Step 3: Meet with Teacher (student initiated)</b>			Date:
Teacher notes:			
Student Signature:		Date:	
Parent Signature:		Date:	
Counselor Signature:		Date:	
Admin Signature (if needed)		Date:	
Request Approved <input type="checkbox"/>		Request Denied <input type="checkbox"/>	
		Class change fee has been paid <input type="checkbox"/>	