

Class Change Request

The following must be completed before a class change will be considered at quarter.

Step 1: Student Concern		Date:
Name of Student:		Grade:
Class Wanting to Drop:	Period:	Teacher:
Class Wanting to Add:	Period:	Teacher/Signature:
Reason for Change:		
Steps I have taken to address the issue in the class:		
Student Signature:		Parent Signature:
Step 2: Teacher Conference(Parent/Student Initiated)		Date:
Teacher Notes (required):		
I have spoken with this student and/or parent/ guardian about their concerns	Teacher Signature:	
Step 3: Meeting with Counselor		Date:
Counselor Notes (required):		
Student Signature:	Counselor Signature:	
Request Approved <input type="checkbox"/>	Request Denied <input type="checkbox"/>	
Finance Secretary Signature:	Class change fee has been paid <input type="checkbox"/>	