

## Class Change Request Form

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

<b>Due Dates: Quarter 2 - October 19th, 2020</b>		<b>Quarter 4 - March 15th, 2021</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"/>		