

SCHEDULE CHANGE REQUEST FORM

Name (print): _____

Student Number: _____

Advisor (2B teacher): _____

Grade: _____

Please read before submitting a change request:

No schedule changes will be considered without the submission of this form. Schedule changes requested via email or phone call will not be considered. Schedule Change Request forms will be evaluated in priority order, with changes relating to graduation requirements and/or core courses receiving 1st priority. Changes to elective courses will be granted only if there are seats available in the requested course, and the student is requesting to drop a course with high enrollment.

Students and parents were given the opportunity to adjust course requests through the Course Verification Form during the registration process. Our master schedule was built based on these requests; therefore there is little room for adjustment in the fall.

Every attempt was made to honor all student requests submitted during the registration process. Issues such as the volume of requests or conflicts between requests may have impacted course registration. If a student did not select alternate courses, course selections were based upon course history, academy selection, and available courses.

Lanier High School does not change student schedules to accommodate teacher preferences or classmate preferences.

Please remove this course from my schedule:	Please add this course:	Reason for the requested change (use the back of this form if you need additional room):

Student signature: _____

Parent signature: _____

Return this completed form to the **Counseling Office by 2:30 p.m. on Wednesday, August 9, 2017.**

Submission of a schedule change request does not guarantee that the change will be made.

Office use only:

Date submitted: _____

Approved/Denied: _____

Student notification: _____

Please see the **LHS REGISTRATION GUIDE, SPRING 2017** or the **LHS CLASS OF 2021 REGISTRATION GUIDE** located on the Lanier High School Webpage (lanierhs.org) for information about available courses, registration procedures, graduation requirements, etc.