



CHRISTIAN HIGH SCHOOL

ALL GRADE CLASS CHANGE REQUEST FORM FALL 2019

COUNSELOR (please circle one): 9<sup>TH</sup> GRADE - NAGEL

10<sup>TH</sup> – 12<sup>TH</sup> GRADE:

BECKIE GAUTIER MAGEHEE MCCANN PULLIAM VAN SOEST

Please note the following Important Information:

- Due to the change in our SIS (student information system) being implemented by Valor this summer, no schedule changes will be made prior to August 1<sup>st</sup>.
Schedule changes for core classes will take place beginning August 1<sup>st</sup>. No elective changes will be made until the end of the first week of school.
You may complete the form and submit it to your counselor via email scan or by dropping off your form at the Valor front desk.
Results of your request will be emailed to you after August 1<sup>st</sup>.

Course changes will be considered based on the following criteria:

- The student is missing a core class from their schedule;
The student desires a change in the level of their course (From AP or Honors to CP);
The student was placed in a class in error;
The student desires to reduce/increase their course load;

NOTE: we are unable to honor changes based upon requests for a specific teacher; a specific color block, a specific PRT or the desire to be with a friend in a class.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number for student \_\_\_\_\_

Parent Signature (required) \_\_\_\_\_

Please list your change request(s) below:

Current Class (name) Requested Class (name)

Table with 2 columns: Current Class (name), Requested Class (name). Rows include examples like AP English Lang and Comp to English 11, and Ceramics 1 to PRT, plus numbered rows 1 and 2.

Please indicate the reason for the requested change(s)

\_\_\_\_\_

OFFICE USE ONLY: E-Mail Sent to Student on \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

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