



CHRISTIAN HIGH SCHOOL

ALL GRADE CLASS CHANGE REQUEST FORM FALL 2019

Please circle your counselor:

9<sup>TH</sup> GRADE  
Nagel/Hamilton

Beckie

McCann

Pulliam

Van Soest

**IMPORTANT: 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. Course changes will be considered based on the following criteria:**

- The student is missing a core class from their schedule;
- The student requires a course to meet graduation requirements;
- 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;

**PROCESS:**

- All change requests must be submitted on paper and with a parent signature.
- Schedule changes for core classes will take place as quickly as possible (based on space available) upon receipt of a change request. **Changes will be confirmed by email.**
- No elective changes will be until the end of the first week of school – August 30<sup>th</sup>.
- Last day for change requests to be submitted is August 29<sup>th</sup> at 12:00 pm.
- Regardless of submitting a course change request, **students are expected to attend all classes until they have been notified that a change has been made to their schedule.**

**Please list your change request(s) below:**

<i>Current Class (name)</i>	<i>Requested Class (name)</i>
Example: AP English Lang and Comp	English 11
Example: Ceramics 1	PRT
1.	
2.	

Please indicate the reason for the requested change(s)

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

Contact Email for student \_\_\_\_\_

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

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