

YORKTOWN HIGH SCHOOL
STUDENT REQUEST FOR CHANGE OF SCHEDULE

Student's Name: _____ Grade: _____ Date: _____

Reason for Change: _____

Student's Signature: _____ Parent's Signature: _____

Counselor's Signature: _____ *Teacher Coordinator: _____
 (If applicable)

SECTION #	SUBJECT	TEACHER'S NAME	DROP PERIOD	TEACHER'S SIGNATURE	COLLECTION OF MATERIALS
SECTION #	SUBJECT	TEACHER'S NAME	ADD PERIOD	TEACHER'S SIGNATURE	
SECTION #	SUBJECT	TEACHER'S NAME	DROP PERIOD	TEACHER'S SIGNATURE	COLLECTION OF MATERIALS
SECTION #	SUBJECT	TEACHER'S NAME	ADD PERIOD	TEACHER'S SIGNATURE	
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SECTION #	SUBJECT	TEACHER'S NAME	ADD PERIOD	TEACHER'S SIGNATURE	

1. This form must be completed with the assistance of your Guidance Counselor.
2. Dropping or changing of level in courses requires the signature of parent, counselor, and the teachers whose courses are being dropped.
3. Requests to drop classes based on employment must also have a confirming note from the employer which includes working hours. (Note: It may not always be possible to honor such requests.)
4. Except in special circumstances changes to alternate classes of the same course are strongly discouraged. Requests for such changes will not be considered until a parent conference with the current teacher is held. The Teacher Coordinator* must also endorse the request.
5. **Year** courses may be **added** until **September 28** and may be **dropped** before the end of 1st quarter, **November 9** without notation on student's transcript.
First semester courses may be **added** until **September 21** and may be dropped by **October 10** without notation on student's transcript.
Second semester courses may be **added** until **February 11** and may be **dropped** by **March 5** without notation on student's transcript.
6. Completed schedule change request forms should be given to your guidance counselor.

STUDENTS ARE TO REMAIN IN THEIR PRESENT PROGRAM UNTIL FINAL APPROVAL FOR THE CHANGE IS RECEIVED THROUGH THE HOMEROOM TEACHER. (MORNING TECH CENTER STUDENTS CAN PICK UP COMPLETED SCHEDULE CHANGES IN THE ATTENDANCE OFFICE.)