

# Logan-Rogersville High School Schedule Change Request Form

## **SCHEDULE CHANGES (See pg 17 of the Student Handbook)**

Schedule changes are not permitted because each student has the opportunity to meet with their primary counselor to schedule their courses for the year. Students who have chosen to not turn in scheduling paperwork by the required date are automatically scheduled by their primary counselor and no schedule changes will be permitted. Certain changes will only be made on a case by case basis and only after consulting with the student's counselor and/or administrator and it is determined that the change is necessary. Some examples of permissible changes are:

- Adding a course the student may have failed and needs to re-take.
- Students who do not meet the prerequisites of a course will need to be scheduled in an alternative course.
- A senior needs a course to meet graduation requirements that they have not scheduled.
- A student is requesting to add an upper level course.
- Courses need to be added based on credits required by a college/university that may affect admission status.

*\*Any other changes will not be made, based on the fact that students select their courses. Any changes to schedules made after four weeks will be credited as an "F" (failure) on the student's official transcript.*

If you meet one of the above criteria and need to request a schedule change, please fill out the information below, turn in to the counselor's office, and WAIT until you speak to your counselor. Until you have met with your counselor you need to continue attending your classes as scheduled.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Class(es) that need(s) to be dropped:**

**Class(es) that need(s) to be added:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Reason Change Is Requested (check one):**

- I failed a class and need to re-take it
- I do not meet the pre-req of a course
- I have previously taken the course I am enrolled in (summer school/scheduling error)
- I would like to drop an elective and add an upper level/more challenging/dual credit course
- I am a senior and I am not scheduled in a specific course/credit required to graduate
- I am a senior and need a specific course based on what a college/university requires for admission

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(For Office Use Only)

### **Schedule Change Approval**

Schedule Change Approved?

Yes

No

\_\_\_\_\_  
Signature of Counselor/Administrator

\_\_\_\_\_  
Date