

Kinder HSPVA
Schedule Change Request Form
Fall Deadline: Sept. 16th
Spring Deadline: Jan. 27th
Exception Deadline: TBA each Semester

Student Name: _____ Grade Level _____

Art Area: _____ Date of Request: _____

Class to Remove: _____

Teacher Signature _____

Class to Add: _____

Parent Signature: _____

Rationale for request: _____

Schedule change requests may be submitted freely within the first 15 days of each semester. **Schedule changes cannot be considered after this deadline except in extreme circumstances.** Request to move classes to another period or another instructor cannot be honored. Art area scheduling issues should be addressed to the appropriate art department teacher. Counselors will make every effort to complete requests, *but are limited by art area conflicts, class availability, and other master schedule limitations.* Art area requirements take priority over other schedule issues and classes cannot be overloaded to honor schedule requests. At the end of the first cycle, students with a 75 or below in a PreAP or AP class may be considered for a LEVEL change to the academic version of the class if room is available. This is NOT AN OPTION for classes that do not have an academic version such as AP Biology, AP Chemistry, AP Statistics, AP Psychology, etc. All changes from these types of classes must take place by the 15 day deadline.

Schedule Change Directions:

First Step: The schedule change process begins with the teacher in the class the student wishes to change. Students should conference with the teacher regarding the reason for the schedule change, complete the form, and obtain the teacher's signature.

Second Step: The student should obtain a parent signature approving the schedule change request.

Third Step: The completed form with signatures should be turned into your counselor.

Fourth Step: Counselors will review requests and will send updated schedules to students when the change is made or will meet with students if there is a problem.

Counselor Notes:
