Churchill High School   Request for Schedule Change

All schedule change requests must be submitted by the end of the first week of each semester. No schedule changes will be considered after the first week, with the exception of those initiated by Churchill staff.
** Please see schedule change guidelines on the reverse side. **

Name _____ Date _____

ID # _____ Grade _____ Your Cell _____

Your Email _____

Please check a box to indicate why you are requesting a schedule change:

☐	I have an incomplete schedule or my schedule says "See Counselor."
☐	I have not met the course's prerequisite.
☐	I have a class in my schedule that's out of sequence.
☐	I need to retake a required course that I failed.
☐	I need a specific course in my schedule in order to graduate (seniors only).
☐	I need my schedule adjusted to accommodate a dual enrollment or online class for which I've been approved.
☐	I received a course in my schedule that I did not request (even as an alternate). You must have chosen alternates on your course request sheet to make a schedule change for this reason.
☐	I am requesting to drop Accelerated Language Arts. I understand that I cannot re-enroll in the Accelerated ELA program at any time while a student at Churchill and my decision to withdraw from the program is binding. REQUIRED → _____ _____ Student Signature Date Department Chair Signature Date
☐	I am staying in the same course but changing level with parent and teacher approval. REQUIRED → _____ _____ Parent Signature Date Teacher Signature Date
☐	I would like to use my one annual schedule change request (elective classes only). **I understand that this is my one schedule change for the year.** REQUIRED → _____ _____ Student Signature Date LCTC Principal Signature (if LCTC class) Date

	DROP	ADD
Proposed Schedule Change →		

_____   _____
Student Signature   Date   Signature of Dropping Teacher (if year-long class)   Date

_____   _____
Parent Signature   Date   Counselor Signature   Date

OFFICE USE ONLY

Administrator Approval   ☐ Approved   ☐ Denied   _____
                                                            Administrator Signature   Date

12/2018

 The staff, counselors and administrators at Churchill High School would like to emphasize the importance of making informed decisions when making course selections each year. Carefully choosing alternate courses is equally as important.

Please understand that teacher assignments and budget decisions are dependent on the course selections made by our students.

Counselors <u>cannot</u> make schedule changes for the following reasons:

- Student has already been granted one elective schedule change this school year

- Student wishes to change teachers, hours, or lunches

- Student wishes to move into a section of the same course that is larger in size than the one he/she is requesting to drop

- The Request for Schedule Change form does not have the required signatures

- The schedule change request is made after the first week of the semester

Please note that students are making a full-year commitment when they sign up for year-long classes. Dropping a year-long class in the middle of the year may or may not be possible depending on the circumstances and seat availability in other classes. This also applies to classes offered at the Livonia Career Technical Center.

All schedule changes are subject to seat availability.

We appreciate your understanding and cooperation with regard to our schedule change guidelines.