

# HANCEVILLE HIGH SCHOOL

## SCHEDULE CHANGE REQUEST

2018-2019

**\*\*PLEASE FOLLOW ALL STEPS\*\***

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

### STEP 1

**Current Schedule:** *Below, WRITE your entire schedule in the order it is listed:*

*Will my schedule be changed?*

**YES**— For any reason below:

- \* Nothing scheduled in a period
- \* Missing core subject/s
- \* I am in 10<sup>th</sup> grade but have 11<sup>th</sup> grade classes
- \* Requested honors, but scheduled for standard course
- \* I am going to CATA & it's not on my schedule
- \* I'm in band, football, cheer, etc, but it's not on my schedule

**NO**— For any reason below:

- \* I would like 1st period English instead of 6<sup>th</sup>
- \* I don't know anyone in my class
- \* I don't like the teacher
- \* I don't like having PE before lunch

*\*Sometimes you request electives that fill quickly, so other electives are scheduled. If you didn't request it, you should try it, you might like it! ☺*

- 1<sup>st</sup> \_\_\_\_\_
- 2<sup>nd</sup> \_\_\_\_\_
- 3<sup>rd</sup> \_\_\_\_\_
- 4<sup>th</sup> \_\_\_\_\_
- 5<sup>th</sup> \_\_\_\_\_
- 6<sup>th</sup> \_\_\_\_\_
- 7<sup>th</sup> \_\_\_\_\_



**STEP 2** Place a  $\checkmark$  check or X in the bubble (○) beside each class period that you are requesting to be changed.

### STEP 3

**Reason for this request:** *Please use COMPLETE SENTENCES & write the name of the other class you would like to take and why you are requesting this change.*

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### STEP 4

**Once request form is completed, leave it in the basket in the office.**

**ALL REQUESTS MUST BE RETURNED BY FRIDAY, August 10!!!**

**\*NOTE:** MR. COLLINS MUST APPROVE ALL changes before any change will be done to your schedule. This form DOES NOT guarantee a schedule change. If your class changes are NOT approved, you will receive this form back with a reason why the schedule will not be changed. Follow your current schedule until you are notified.