

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 10th grade but have 11th 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 6th
- * 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! ☺*

- 1st _____
- 2nd _____
- 3rd _____
- 4th _____
- 5th _____
- 6th _____
- 7th _____



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.*

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.