

Shawnee High School Guidance Department

Mrs. Hibbs – Last Names A-L

Mrs. Akers – Last Names M-Z

2020-2021

SCHEDULE CHANGE REQUEST FORM

Student Name: _____ Grade Level: _____

Date of Request _____

Note: No schedule changes will be permitted after 09/11/2020.

I am requesting a schedule change for the following reason(s):

Please check all that apply:

1) _____ Teacher has determined the student is not successful in the course. This has been validated in writing by the teacher of this course. Please attach teacher's statement.

1) TEACHER (signature): _____ Date _____

2) COURSE: _____

2) _____ The current schedule is not complete because fewer than 7 periods are filled and a core course(s) must be added to make a complete 7 period schedule: List core course(s) needed:

3) _____ The student has successfully completed a course that currently appears on the schedule. List course(s) already completed: _____

4) _____ The student needs a course to meet graduation requirements. (i.e. student failed a class required for graduation) This must be validated in writing by the guidance counselor.

1) COUNSELOR (signature): _____

2) COURSE: _____

5) _____ Student has decided NOT to take a College Credit Plus course at Shawnee and wants to enroll in a non college credit course. Change course _____ to _____

6) _____ Student has met the required Compass/Accuplacer/ACT scores to take _____ for college credit.

Explanation:

*****THE STUDENT MUST FOLLOW HIS/HER PRINTED SCHEDULE UNLESS HE/SHE IS CONTACTED THAT A SCHEDULE CHANGE HAS BEEN MADE.

Parent Name: _____ Daytime Phone: _____

Parent Signature: _____ Date: _____

Parent's Email: _____

Student Signature: _____ Date: _____

Student's Email: _____ Student's cell # _____

_____ Name of course(s) to drop _____

_____ Name of course(s) to add _____

SCHEDULES WILL ONLY BE CHANGED FOR THE ABOVE REASONS. THANK YOU.

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SCHEDULE CHANGE POLICY

The last date for a student to change his/her course request for the FIRST SEMESTER OF THE 2019-2020 school year is AUGUST 23, 2019. To request to change a course, the student must complete a Schedule Change Request Form **AND WILL ONLY BE REVIEWED WITH A PARENT/GUARDIAN'S SIGNATURE**. If the request is denied, the student has the right to appeal to the building Principal. **Requests not following this procedure will not be considered**. Any course change requires teacher, counselor, student, and parent permission (principal must sign form if request is appealed).

Schedule changes first and/or second semester will be **ONLY** for the following valid academic reasons:

1. The student is not or may not be successful in the course as determined by the teacher.
2. The student needs to add a course or courses to make a complete 7 period schedule because fewer than 7 periods are scheduled.
3. The student has already successfully completed a course that appears on the schedule.
4. The student needs a course to meet graduation requirements.
(4 English, 4 Math, 3 Science, 3 Social Studies, 1 Health, 2 Phys. Ed., 1 Fine Arts, 1 Personal Financial Management course)
5. The student needs to change a course for medical reasons and a physician's statement is provided.
6. The student is participating in CC+ and has a schedule from their college or university. The student has met all CC+ eligibility requirements.
7. The student either met or did not meet Compass/Accuplacer/ACT requirements and must change courses accordingly.

*Your counselor works very hard to give you the schedule you request. However, due to scheduling conflicts or other circumstances, you may not get every class that you requested or you may get classes that you didn't request. **Not getting the electives you requested is not a valid reason for a schedule change request.**

Be sure you request the subjects you want and need before the schedule is finalized at the end of the school year. The course description guide should help you determine what to expect in advance.

Think carefully about your selections! Read the course description guide very carefully and discuss it with your parents. Ask questions of your teachers and your counselor before making your final decision.

**NO OTHER SCHEDULE CHANGES WILL BE PERMITTED AFTER
SEPTEMBER 11, 2020.**

Course Drop Policy

After SEPTEMBER 11, 2020, students who are allowed to drop a class will receive a withdraw/failure (WF) which will result in an F on the grade card/transcript. Classes that begin on January 4, 2021 (beginning of 2nd semester) have a drop deadline of December 11, 2020. After this date, students must drop with a withdraw/failure (WF).