

## Course Selection Change Request Form

Please Note: A change in a course request will be honored for the following two reasons referenced on page 3 of your 2024-2025 Program of Studies Book. The reasons are:

- Failure to meet the required prerequisite
- A level change that has been verified by a teacher

Necessary Change: \_\_\_\_\_ Teacher Initial \_\_\_\_\_

***(NOTE: NO CLASS WILL BE DROPPED FOR LATE ARRIVAL, EARLY RELEASE OR STUDY HALL)***

If you feel that you have been inappropriately placed in a class, or feel you would like to APPEAL for a course selection change that is not for either reasons stated above, list your reason for APPEAL below. Once you have submitted your APPEAL it will be reviewed by a committee. Final decisions will be returned to you in homeroom. If you have any further questions regarding the decision see your counselor.

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ HR TEACHER \_\_\_\_\_

DATE \_\_\_\_\_

Course request to DROP: \_\_\_\_\_

Course request to ADD: \_\_\_\_\_

Reason for requesting an APPEAL for a Course Change:

---

---

---

---

---

---

---

---

---

---

I have discussed this appeal request with my parent/guardian. \_\_\_\_\_  
Student Signature

### *For Committee Completion Only*

Date: \_\_\_\_\_

Decision:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Counselor Initial \_\_\_\_\_