



Schedule Correction Request 2023/24

***Must be filled out completely AND parent/guardian permission to be considered**

Full Name _____ Email : _____ Grade _____ Date: _____

Date counselor received request: _____

How to use this form:

1. List the specific class you want to DROP and the new class you want to ADD to replace the drop
(*Please note that this likely will impact the teachers or periods of your other classes)
2. Have your parent/guardian sign (send an email from their personal email account) giving permission for this request - changes will not be considered until this email or note is received.
3. Email or return this completed form to your OHS counselor.
Mrs. Smith (Last names A-Ge) Smiths@orting.wednet.edu
Ms. Hager (Last names Gf-N) Hagera@orting.wednet.edu
Mrs. Reyes (Last names O-Z) Reyesm@orting.wednet.edu
4. They will review your graduation requirements- requested course availability, and respond to your request within the first full week of the new semester.
 - a. Make the requested correction - check your skyward account for changes
 - b. Deny request if the request is not possible and return this form to you with an explanation.

Considered requests will be ones that are: academic reasons, class needed for graduation, summer school impact schedule, missing a prerequisite, significant program change (i.e. Running Start/PCSC/HSBP change)

****Continue to attend your current class/schedule until you receive a response-approval.****

Requests that will not be considered: Teacher preference, schedule arrangement, peer schedule alignment

LAST DAY FOR SCHEDULE CHANGE REQUESTS IS MONDAY SEPTEMBER 11th 2:15pm

DROP			ADD		
Period:	Teacher:	Class:	Period:	Teacher:	Class:
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		

Please explain your ACADEMIC reason for requesting this change:

****Parent approval:** _____ **Date:** _____ **Parent email:** _____

Counselor/Admin response:

Approved: _____ (new schedule in Skyward) By: _____ Date: _____

Denied: _____ By: _____ Date: _____

Reason denied request: _____

Request Pending: _____ This request requires that an admin/teacher/counselor have an opportunity to speak with you or your parent before approval. ****Please schedule an appointment with them asap****