



Schedule Change Request

Last day to turn in a schedule change request: **September 4, 2018 by 4:00pm**

Student Last Name	Student First Name	Student ID	Date
6 7 8	Parent Name	Parent Email	Parent Phone Number
Grade Level			


Schedule changes will be considered for the following reasons ONLY:

- Current schedule does not match choice sheet submitted during Spring 2018
- Current schedule is missing required courses or student has not completed pre-requisite course(s) *(example: In Spanish IB and not completed Spanish IA)*
- Student has been chosen for a team or specialized course, *(example: Football, advanced theatre)*
teacher signature required
- IF SPACE IS AVAILABLE** *(course is not full)*

Please indicate which course(s) you would like to drop and the course(s) that you would like to add:

Course to Drop	Course to Add	Reason Requesting Change	Teacher Approval <i>Specialized Courses Only</i>

I understand that this is a request and does not guarantee placement in any course. I understand that if I do not meet the Dallas ISD requirements or STAAR minimum passing levels to switch into the requested course(s), I will remain in the class which was scheduled for me.

Student Signature	Date
 Parent Signature	Date

All requests will be reviewed and approved by the grade-level school counselor. **If a request is approved**, student will receive a new schedule on colored paper. **Note that an approved schedule change request may cause student to switch teachers and/or enrichment classes.** If a request is denied, you will receive a copy of this form indicating the reason.

JL Long Middle School Student Services Office ONLY

Date and time request received: _____

Approved _____ Denied: _____

Reason for denial of schedule change:

- Request does not match choice sheet from Spring 2018
- Course requested is full or at capacity**
- Student was not approved for Specialized course
- Course request conflicts with another choice request
- No lunch changes will be approved
- No teacher changes will be made

Counselor signature _____