



### 2019-2020 Course Change Form

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

It is understood that courses are selected with the recommendations of students, Teachers, Parents and Counselor and change should not be necessary. Request to change these agreed upon courses should be done in light of both career plans and diploma requirements of the student rather than preferential consideration.

#### REQUIRED PROCEDURES:

1. The presentation of this form denotes a proposal only. Discussion between student and teacher and parent should precede any signatures.
2. A policy was created in the 2012-13 school year for high school students dropping courses. Please read the information below very carefully, it was taken directly from the student's handbook. A student cannot drop a full year course after the first 10 weeks of school. A student cannot drop a half year course after the first 5 weeks of that course. Please note: A course that runs every other day for the whole year is considered a half year course. A student will need to remain in all courses and be held responsible for all classes after the aforementioned drop periods. There may be extreme exceptions to the above policy such as a medical emergency. If this is the case, there would be a committee formed that would consist of student, parent, teacher, principal and counselor to determine if the student can drop a course after the official drop period.

**Please note the following dates:**

**Last day to drop half year course, semester 1: October 4, 2019**

**Last day to drop full year course: November 8, 2019**

**Last day to drop half year course, semester 2: March 6, 2020**

3. Written explanation and details are required by the student, all teachers involved as well as comment by parents and counselor. A signature will not suffice.
4. **Responses and signatures are TO BE COMPLETED IN THE ORDER PRESENTED ON THIS FORM.**

A. Can this schedule change be made without disrupting the student's diploma requirements and/or academic eligibility?

YES \_\_\_\_\_ NO \_\_\_\_\_ Explanation and Plan \_\_\_\_\_

Date \_\_\_\_\_ \*Counselor's Signature \_\_\_\_\_

**\* A counselor's signature here does not constitute a recommendation, but only acknowledgement of possibilities regarding diploma requirements.**

B. Course to be dropped \_\_\_\_\_ period \_\_\_\_\_

1. Students explanation (in detail) \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

If teacher disagrees, teacher may hold this form and contact parent and counselor within 2 days prior to Step 3.

2. Teacher's Response (in detail) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Teacher Signature \_\_\_\_\_

3. Parent's comments and decisions (in detail) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

C. Course to be added \_\_\_\_\_ Period \_\_\_\_\_

1. Student's explanation (in detail) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

**If teacher disagrees, teacher may hold this form and contact parent within 2 days prior to Step 3.**

2. Teacher's Response (in detail) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Teacher Signature \_\_\_\_\_

3. Parent's Comments and Decisions (in detail) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Final Disposition:**                      **Acceptable** \_\_\_\_\_ **Unacceptable** \_\_\_\_\_

Signature of Counselor/Administrator \_\_\_\_\_

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

**\*\*\*This section only for students dropping foreign Language:\*\*\***

I, \_\_\_\_\_, understand that dropping my foreign language course may possibly prevent me from earning my Advanced Regents diploma. I understand that if I don't complete a three credit sequence in a foreign language, I will need to complete a five credit sequence in Art or Computer courses. However, I understand that Art and Computer course offerings are not guaranteed courses and therefore I may not be able to complete a five credit sequence to earn my Advanced Regents diploma.

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_ Counselor signature: \_\_\_\_\_