

COURSE CHANGE REQUEST FORM

Netcong Elementary school

2021-2022 SCHOOL YEAR

Student's Name _____

ATTENTION STUDENTS ***** READ THE FOLLOWING ITEMS CAREFULLY!

- All requests for a schedule change must have all required signatures and a detailed reason for the change should be included.
- The deadline for turning in a schedule change request form is December 10th.
- No late request form will be accepted.
- Schedule changes are subject to class availability. Since some changes require the shifting of other classes, it may not be possible to grant the request due to conflicts and/or class size.
- Students will follow the schedule they have been given until notified by the School Counselor that a change has been made. Failure to follow this procedure will result in the student being counted absent in the scheduled classes.

I am requesting the following schedule correction(s):

DROP COURSE

Course Name _____

THE REASON FOR SCHEDULE CHANGE

ADD COURSE

Course Name _____

Parent

Signature _____ Date _____

Student's Signature _____ Date _____

RETURN THIS COMPLETED FORM TO THE GUIDANCE DEPARTMENT.

OFFICE USE ONLY:

GRANTED: _____ DENIED: _____

Reason:
