

SCHEDULE CORRECTION FORM 2024-2025

Name _____ ID# _____ Grade _____

Staffing and course offering decisions are based upon student course selections during the previous school year. This is the reason for limited schedule change options; however, there may be occasional circumstances that require a schedule correction. **Schedule corrections must meet at least one of the following criteria:**

- A correction due to an *error* in the schedule. (example: repeat class, two classes in the same period, shortage of classes, sequencing problems, rescheduling of failed classes, completed class in summer school)
- Schedule balancing (typically 2 core courses per term)
- On-campus Program/Placement issues (example: dropping band, ROTC, change of sport, not making team, etc.) ***Director or Coaches approval may be required***

Requesting to drop: _____

Requesting to add: _____

- Be sure to add as many credits as you are dropping. If you are dropping a full credit, add a full credit. If you are dropping a half credit, add a half credit.

Student Signature

Parent Signature

Date

Parent Email

Parent Phone number

Director/Coach Signature (ONLY if dropping or adding a program): _____

Office Use Only: Committee Review: Approved or Denied _____ Date _____