

# MIDDLE SCHOOL COURSE CHANGE REQUEST FORM

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Request \_\_\_\_\_

Please list your current schedule:

Period 1	
Period 2	
Period 3	

Please list the course(s) / section(s) that you wish to drop: wish to add:

Course Teacher

Period 1	
Period 2	
Period 3	

### Procedure:

1. The student, a parent, and the student's teacher must each explain the reason for the requested change. (see below)
2. NOTE -- Poor academic performance without significant, observable effort from the student to improve his/her work is not an acceptable reason for dropping a course. Also note most classes can not be dropped due to state requirements.
3. Obtain all required signatures.
4. Turn in completed form to the Main Office

### Student's Statement :

Reason for requested change:

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

**Parent's Statement:**

From your perspective, why should that course of study now be changed?

Parent Signature: \_\_\_\_\_

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

**Teacher's Statement :**

From your perspective, should that course of study now be changed? If so, why?

Teacher Signature: \_\_\_\_\_

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

Principal's Decision:

Approved

Declined

Principal's Signature: \_\_\_\_\_

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