

Habersham Central High School

2018-2019 Student Schedule Change Request Form

Please complete the form submit request from June 4th through August 17th, 2018. Late submissions after 8/17 will NOT be accepted. Changes may take up to August 24th to complete.

Requests may be submitted by accessing "2018-19 ONLINE Schedule Change Request" link on www.hchscounselors.weebly.com OR submit form to the Student Services office beginning June 4th. Schedule updates will be sent through student school email or may be picked up at open house.

Student Last Name: _____ **First Name:** _____ **Grade:** _____
Date: _____ **Contact Number:** _____ **Contact email:** _____

- ___ A core academic, Pathway or Fine Arts course is missing.
- ___ A block does not have a course scheduled.
- ___ I am not in the correct placement (AP, Honors, Advanced, MOWR etc.)
- ___ I did not register for the elective I received and wish to change.
- ___ I need to add a credit recovery course for graduation requirements.
- ___ Repeating a course with same teacher.
- ___ OTHER (Please explain your request if not listed above) _____

Drop Course: _____ **Add Course:** _____

Drop Course: _____ **Add Course:** _____

Drop Course: _____ **Add Course:** _____

By submitting this form, I understand it does not guarantee my schedule will be changed. I understand that many factors (such as staff changes, class size, course availability and my own graduation requirements) may impact the schedule change approval.

Student Signature Parent Signature

___ Approved ___ Denied *Reason _____

Counselor Signature: _____ Date: _____