



Schedule Request Change Form

Formulario de solicitud de cambio de horario

Student Name: _____ **Date:** _____

Grade: 6 7 8 **Student ID#** _____

- Team 1** (Mrs. Holladay counselor, Mr. Harned AP)
- Team 2** (Mrs. Buckner, Mrs. Alford AP)

Class Presently Scheduled: _____

Class ***Wanting*** to Schedule: _____

Reason For Change Request: _____

Titans, please understand that schedule changes will ONLY occur if there is a valid need, if you would like one of your original course card requests, or if there was an error in creating your schedule. Please know that a request does NOT mean you will receive a schedule change automatically, however, we will take a second look at the request. Thank you kindly for your patience!

Titanes, entienda que los cambios en el cronograma SÓLO ocurrirán si hay una necesidad válida, si desea una de las solicitudes originales de su tarjeta de curso o si hubo un error al crear su cronograma. Tenga en cuenta que una solicitud NO significa que recibirá un cambio de horario automáticamente, sin embargo, haremos una segunda revisión de la solicitud. ¡Gracias por su paciencia!

Student Signature: _____

Parent Signature: _____

~~~~~(Counselor reply below)~~~~~

- Approved, your counselor/admin will be contacting you shortly.
- Not approved because . . .
  - Request wasn't originally selected on the course card
  - Limited space in the class you are requesting (full)
  - Additional Academic Support was needed (Accelerated)
  - The following request does not fit in the schedule, there is a conflict . . .

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