

TO: PARENTS/GUARDIANS & STUDENTS
 FROM: HHS COUNSELING
 RE: SCHEDULE CHANGE REQUEST

Your individual schedule is a very important part of a successful school year. In February 2011, you had the responsibility to select appropriate courses for the entire year. You received recommendations from your classroom teachers, counselors, and parents. Although every effort has been made to create a schedule that meets the graduation requirements and your personal requests, there are occasions when a schedule needs to be changed. If you did not get into a class that you requested, you were placed in one of your alternate selections. If an alternate class was not available, you were given an open class that best fits your schedule. A schedule change request will be considered if you meet the criteria listed below.

District policy permits schedule adjustments for the following reasons ONLY:

- The student has an incomplete schedule.
- The student has a failure from the previous trimester in a prerequisite course.
- The student has already completed a course that is on the schedule.
- Student has both terms of a class (A and B) in the same trimester.
- Classes are out of sequence. *Ex: Law 2 is scheduled before Law 1*
- Seniors missing a graduation requirement.

District policy does not permit schedule adjustments for:

- Teacher, Hour and/or Lunch time preferences
- Students have changed their mind or don't like their classes

Class Adjustment Procedure

1. Complete page 2 of Schedule Change Request and return the form to the Counseling Office on or before Wednesday, 3/21. Schedule change requests may only be submitted during the **FIRST 3 DAYS OF THE 3rd TRIMESTER, 3/19-3/21!**
2. The form must be signed by parent/guardian.
3. Changes will be prioritized by grade level, reason for change, and space availability.
4. Counselors will call or email you if they have any questions.
5. Revised schedule can be picked up between classes or before/after school ONLY, after your counselor has contacted you.
6. Follow your original schedule until you have a changed schedule in hand.

HARRISON HIGH SCHOOL SCHEDULE CHANGE REQUEST

*Form must be turned in to the Counseling Office no later than 3/21/12.
Incomplete forms will not be processed.*

Student Name: _____ Grade _____ Date: _____

Counselor:

_____ amy.proctormantyla@farmington.k12.mi.us A-D, S & Y

_____ elisa.maher@farmington.k12.mi.us E-K, T-V & Z

_____ teresa.traverso@farmington.k12.mi.us L-R & W-X

Please print email addresses neatly. Student will be notified by email/phone if the request has been approved.

Student Email

Parent/Guardian Email

Parent/Guardian Phone #

ATTENTION SENIORS: Your courses and performance this year are considered in college admission decisions. Be aware that once you have submitted your college applications with your senior schedule listed, it is considered a contractual agreement. Changes to your schedule may jeopardize your admissibility or offer of admission. Therefore, the schedule you include on your application should be final.

Hr.	Class to Drop	Class to Add

PARENT/GUARDIAN PERMISSION REQUIRED TO CHANGE SCHEDULE (If space is available)

Parent/Guardian signature _____ Date _____