

Schedule Change Request Form

Brunswick High School

Return completed and signed form to the Counseling Office.

*Requests to change your schedule are limited through the **5th** day of the semester.
Schedule Change Requests Forms can only be submitted through **Tuesday, August 29, 2023***

Name _____ Grade _____

Schedule Change Priorities -- Please circle ONE:

1. Course sequence or prerequisite concerns (ex: Spanish 1 must be taken before Spanish 2)
2. Academic level corrections or changes (ex: Honors or on-grade)
3. Balance concerns (ex: too many academic courses in one semester)
4. Reschedule to take a failed class

The following are some, but not all of the reasons a change will be denied:

1. Request for another teacher.
2. The requested course is closed.
3. Class will result in eating on a different lunch shift.
4. Changed mind about a class.

**Elective changes are probably NOT possible due to staffing allocations.

I would like to **DROP** the following class(es):

I would like to **ADD** the following class(es):

Please explain how this change will improve your educational program:

PARENT APPROVAL:

I have discussed this change with my child and approve of their request.

Parent Signature

Student Signature

Date

Parent cell / work number

Student cell number

*Assistant Principal Signature

Date

***Only required if requesting to drop an AP or Dual Enrollment course.**