

**Oakdale High School Counseling Department**  
**Schedule Change REQUEST for the 2023-24 School Year**

Name\_\_\_\_\_ Grade\_\_\_\_ Parent's cell/work\_\_\_\_\_

Email\_\_\_\_\_ Student cell\_\_\_\_\_

**SCHEDULE CHANGE PRIORITIES- PLEASE CIRCLE ONE:**

1. Course sequence or prerequisite concerns (ex: Spanish I must be taken before Spanish II)
2. Academic level corrections or changes (ex: Honors to Merit)
3. Balance concerns (ex: too many academic courses in one semester)
4. Reschedule to take a failed class
5. Elective changes are probably **not** possible due to staffing decisions based on initial student requests. The following are some, **but not all of the reasons**, a change will be denied:
  1. Request for another teacher
  2. A course is closed
  3. Class will result eating on a different lunch shift
  4. Changed mind about a class

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.**

\_\_\_\_\_  
\_\_\_\_\_

**FCPS Regulation No: 500-27**

Students will receive no credit if they withdraw from a class within the 10 day limit and no grade will be recorded. Students who withdraw from a course after the 10 day limit but before the interim date of the nine-week term will receive a grade of withdraw passing (WP). Students withdrawing after the interim report date for the first term will receive a withdrew failing (WF) or withdraw passing (WP) based upon their grades. A grade of WP will have no effect on year-end GPA because no credit attempted. A grade of WF will be counted as credit attempted and no credit received. Students will not be permitted to withdraw from a class after the interim report date for Term 2 or Term 4, respectively.

**PARENTAL APPROVAL**

I HAVE DISCUSSED THIS CHANGE WITH MY CHILD

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*If you are dropping an AP course, after the class has started, a teacher signature is required:**

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

\_\_\_\_\_  
Date