

# OLYMPIA HIGH SCHOOL SCHEDULE CHANGE REQUEST FORM

Student Name \_\_\_\_\_, \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First)  
 Student Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

**DIRECTIONS:** Review the schedule change restrictions and criteria below prior to submitting your request. This is only a request form and **does NOT** guarantee your request can be accommodated.

- **Teacher preference, friend requests, and/or moving classes to reduce athletic impact** cannot be accepted.
- If your request is essential, consider the possibility it may move your other classes and, if changed, cannot be moved back.

**My signature below indicates I understand the information above and approve this request. I understand that this could change my entire schedule and it will not be reversed.**

Guardian Signature:	Student Signature:
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**MY SCHEDULE CHANGE REQUEST meets the following criteria** (✓ the appropriate box below):

<input type="checkbox"/>	1. Completed the course this summer	<input type="checkbox"/>	5. Duplicate or empty period
<input type="checkbox"/>	2. Missing graduation requirement (12th)	<input type="checkbox"/>	6. College entrance requirement
<input type="checkbox"/>	3. Current documented medical concern requires this change. (Medical note required.)	<input type="checkbox"/>	7. Conflicts with other educational program (Farm, NMSC, SPSCC)
<input type="checkbox"/>	4. Inappropriate placement level; prerequisite not met (i.e. math, science, world language, etc)		

**SCHEDULE CHANGE REQUEST DETAILS:** List current class to drop and which class to add in its place.

CURRENT CLASS(es)	REQUESTED CLASS(es)

**OUTCOME (OFFICE USE ONLY):**

- \_\_\_ APPROVED: see your Skyward access for schedule update  
 \_\_\_ DENIED: (1) request does not meet criteria (2) class is full/doesn't fit schedule (3) prerequisites not met  
 \_\_\_ WAITLIST: request meets criteria, but space is not available. You have been added to the waitlist. If space becomes available by Sept. 22nd, you can be moved. Email your counselor to remove your name from waitlist.

**Schedules can not be changed after the first ten days of the 1st semester of school- September 22nd.**