



SCHEDULE REDUCTION REQUEST

Name _____

Matric #: _____

School Year: _____

Grade Level: ☐ 11th grade (JUNIOR)

☐ 12th grade (SENIOR)

Students in grade 11 **who are on track to graduate**, may reduce their schedule to 6 classes. Students in grade 12 who are **on track to graduate**, may reduce their schedule to 5 classes. Please note, students who are enrolled in JTED may reduce their schedule based on their JTED schedule and must wait for the district approval the first week of school.

Total Credits Completed: _____ (check StudentVUE, Course History)

JUNIORS- Periods Requesting to drop:

☐ 1st Period

OR

☐ 7th Period

SENIORS- Periods Requesting to drop:

☐ 1st & 2nd Period

OR

☐ 6th & 7th Period

Elective(s) Requesting to KEEP:

Class Title

*Dependent on period availability, alternates may still be considered by Counselor to reduce you.

Students and Parents, please read and acknowledge the following statements with your initials:

Parent	Student	
		I understand that my student must meet the graduation requirements to qualify for a reduced schedule.
		I understand to provide transportation for my student to accommodate the early dismissal. The student will not be allowed to stay on campus for period(s) not scheduled.
		I understand if my student falls behind on credits, this approval may be revoked, and my student will be enrolled in classes needed for graduation.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

	Student is ON TRACK and qualifies for a reduced schedule.
	Student is NOT ON TRACK and does not qualify for a reduced schedule.

Counselor Signature: _____ Date: _____