



SCHEDULE CHANGE PETITION

Student Name: _____ Grade: _____

Matric: _____ Personal Email: _____

Schedule change requests are automatically approved for: ☐ magnet requirement
☐ credit already earned ☐ missing graduation/university requirement ☐ wrong level/missing pre-req

For all other extenuating circumstances, the student may petition with the Administrator of Curriculum following this problem-solving procedure to address instructional concerns. Your request will be reviewed following this.

Course Requesting To DROP (Title)	Period	Teacher Name

Course Requesting To ADD (Title)	Period	Teacher Name
	Based on availability.	No preferential, will be based on availability.

Please describe in detail why you are requesting this change:

Student Documented Efforts Student must complete 2/3 efforts.		
Conference Period	Date:	Teacher/Tutor Signature:
Badger Power Hour	Date:	Teacher/Tutor Signature:
Tutoring	Date:	Teacher/Tutor Signature:

Parent Documented Efforts Parent Teacher Conference can be held in person, over zoom, or a phone call.		
Parent Teacher Conference	Date:	Teacher Signature:
Student's Attendance and Participation:		
What is the current grade? What can the student do to improve this? (missing assignments, test corrections, etc.) What support does the student need from the teacher?		

Students and Parents, please read the following statements and initial that you acknowledge each one.

		I understand that this schedule change may alter my periods, teachers, and lunches.
		I understand that once this change is processed, it is irreversible.
		I understand that completing this form does not guarantee that the request will be approved.

Parent Signature: _____ Date: _____

Counselor Approval: _____ Date: _____

Administrator Approval: _____ Date: _____

Noes: _____