

Program Change Request

(Quarter ____/Term ____)

Changing a student's schedule is a significant and important procedure at Westview

The guidelines below will be followed:

- Required grade level courses **will not** be dropped
- Parent approval is required to change or drop any course
- Parent approval is required to drop any course to add 'Off-Roll'
- The drop must not decrease the student's class load to less than 3 classes (2 for senior students) for the quarter
- Elective changes will be made **ONLY** on a space-available basis
- **NO** teacher changes will be made
- **NO** period or term preference changes will be made
- **Change requests will likely change other classes**

Finally, our class schedules have been built and teachers' assignments made for the entire year. OUR ABILITY TO MAKE CHANGES IS SEVERELY LIMITED.

If you wish to request a program change, please fill out the form below and turn it to your counselor.

You will receive an updated schedule or notification that the schedule change could not be made within 3 school days. If you have not received notification, please check with your counselor about the status of the change.

Student Name: _____ (Print)

Homeroom Teacher: _____ (Print)

Add: _____

Drop: _____

Concern: _____

Date: _____ Parent Signature: _____

Student's Phone Number (cell): _____

(home): _____
