



Incarnate Word Academy

Schedule Change Request Form

Name: _____ Student ID: _____ Date: _____

Schedule changes will not be considered until this form is filled out and submitted. Please be aware that a class change could rearrange your entire schedule. Requests for schedule changes will not be permitted without administrative approval. This approval will only be considered for reasons listed below and in unusual situations for rare extenuating circumstances.

Requesting a course change does not guarantee that a change will be made. There are many factors that must be considered including class sizes and/or class balance. Due to our schedule being student driven, we have made staffing decisions based upon student requests and classes are now full, therefore, your schedule change request may not be honored.

Schedule Change Steps:

- (1) Fill out the ENTIRE Schedule Change Request Form (if any portions are left blank, request will not be considered)
- (2) Obtain a Parent/Guardian Signature. Schedule change request will NOT be considered without a signature.
- (3) Return form to the Assistant Principal
- (4) You will be contacted when your schedule change has been approved or denied

Schedule changes will be considered for the following reasons:

- I am missing a credit that I need to meet graduation requirements
- I have a course on my schedule that I have already taken
- I am lacking a required course
- I feel I am in the wrong level of a course (i.e. I am in Honors but should be in Regular)
- I have a rare extenuating circumstance

Please provide a detailed explanation as to the reason for your Course Change Request:

What change(s) are you requesting?

Course(s) to Drop	Semester	Course(s) to Add	Semester

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Administrator please fill out back of form

Administration Only

Form Received on: _____

- Communication with Teachers/Department Chair complete
 - Communication with Guidance Counselor complete
 - Communication with Principal complete
 - Communication with Registrar complete
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- Schedule change approved
 - Submit form to Registrar to complete schedule change
 - Schedule change denied
 - Notify student and parent/guardian of the decision

Notes/Reason for Denial: _____

Administrator's Signature: _____ Date: _____

Registrar Only

Form Received on: _____

- Schedule change has been made – New schedule sent to student and parent/guardian – teachers involved notified that change is complete

Notes: _____

Registrar's Signature: _____ Date: _____