

General McLane High School Summer Schedule Request Change Form

Student Name:	Date:
Counselor/Grade:	
<input type="checkbox"/> Brenda Hertel (9th & 10th)	<input type="checkbox"/> Gary Astorino (11^h)
<input type="checkbox"/> Betsy Weiss (12th)	

We have balanced your schedule to ensure you receive as many of your requested courses as possible. If there is still a conflict we are accepting requests for changes using this form ONLY and only for the reasons listed below. **NO changes by phone calls or drop-ins.** Please note all changes are pending space availability as well as school and parent approval for the change(s). Once you've completed this form, please return it to the correct counselor by email, US Mail, or drop it off in the main office. Requests will be processed in the order they are received.

THE DEADLINE FOR SCHEDULE CHANGE REQUESTS IS AUGUST 18th

Schedules are considered balanced if you have two core classes in each semester. A core class is your English, Math, Science or Social Studies course. When doubling up and/or taking Foreign Languages, you may have three core classes in a semester.

You must select the appropriate reason for your change:

<input type="checkbox"/> Balance
<input type="checkbox"/> Unassigned Course
<input type="checkbox"/> Did not complete pre-requisite course or pass pre-requisite course
<input type="checkbox"/> The course has been remediated (proof required)
Comments:

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Student Cell#	Home#
Email	Parent Cell#
Best Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Parent Cell <input type="checkbox"/> Student Cell	

Your schedule change is NOT COMPLETE until:

- 1) the above request has been processed by Guidance,**
- 2) a revised schedule is issued to the student by the student's counselor**