

# FUHS Course Change Request

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name & Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

1. This is a **REQUEST** form **ONLY**. There are no guarantees that your request will be granted.
2. You must **REMAIN in assigned classes** until notified of the change by your counselor. Absences will count.
3. Course change requests will be processed as quickly as possible, but it will require teacher initials and a parent signature. No changes will be made without those two items. No email or stop in requests will be taken.
4. You will be notified by receiving a new schedule via email or an email explaining why we are not able to make a change.
5. Course change requests **must be submitted no later than the end of the first 10 days** of the semester.

**REASON FOR REQUEST: (MUST be one of the following)**

Add a class during an assigned Study Hall Missing Graduation Requirement Change of Academic Rigor  
 Already received credit for the course Other (Attach detailed explanation) Need a Study Hall and do not have one  
 \*Changes due to teacher preference will not be granted.

**CHANGE REQUESTED:**

	Drop Requested	Add Requested	Teacher Initial(s)
Period	Class (which class you will drop)	Class (which class do you want to add)	
1			
2			
3			
4			
5			
6			

**Teacher Comments:**

Students must be aware of the possible impact of changing courses and agree to take responsibility for any repercussions that this change causes. (i.e. change in college acceptance, scholarship, sports eligibility, GPA, Honors Diploma). Please review any and all of these factors with your parents, Program of Studies, and counselor prior to submitting the request. Your signature also states that you reviewed the Add/Drop policy on the reverse side of this form and understand that a course change may result in a W or WF on my transcript.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature Required for Athletes: \_\_\_\_\_

Any changes after the first 10 days of school, must have administrator approval:

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Counseling Use Only\*\*\*\*\*

Date Received: \_\_\_\_\_ Approved Denied \_\_\_\_\_

# FUHS Course Change Request

The master schedule of course offerings (teaching assignments) is arranged each year to accommodate the student requests made during the spring registration of the previous school year. The Fairfield Union Local School District considers a full schedule to consist of seven (7) classes per semester which must also equal a minimum of five (5) full credits each semester. Since the master schedule is designed based on student interests, changes after its creation will be limited. Students are expected to make all schedule choices during the registration process.

Student/parent initiated schedule changes made after school begins may be made with a parent, teacher, athletic director (for athletes) and counselor/administrator, and only during the first ten (10) school days.

When a course is dropped within this timeframe, the course will be deleted from the student's transcript.

Courses will be dropped and/or added, within this timeframe, if space is available, with the teacher, counselor and/or administrator approval, for the following reasons: 1. To balance classes between semesters; 2. To accommodate a student who may need to make a change to meet graduation requirements; 3. To adjust for courses completed, with a passing grade, in summer school, or online credit recovery. 4. To accommodate an original request that was not honored due to a scheduling conflict; 5. To adjust for special/alternative programming 6. To change an inappropriate course level

Schedule changes made after the first ten days of school must be approved by the parent, teacher, counselor, and/or administrator.

Dropping a course after the 10 day grace period may result in a W (Withdrawal) that will remain on the student's transcript and will not penalize the student's GPA or a W/F (Withdrawal/Failure) which will penalize the student's GPA.

**Minimum Number of Courses Required** All incoming students must schedule seven (7) periods of class which also must equal a minimum of **five credits** per semester. In order to maintain athletic eligibility, a student must be passing five credits worth of classes per semester, excluding physical education. It is recommended that all student-athletes schedule six to seven periods of classes and count to make sure he or she is enrolled in a minimum of five credits. Students will not be permitted to have more than one study hall unless students are enrolled in at least two or more Honors or AP Courses. However, students must still have five credits per semester.

## Schedule Change Check-List for Students and Families:

Will this change negatively impact any of the following:

- Graduation
- Honors Diploma
- Athletic Eligibility
- College/Career Readiness