

# SOUTHWEST GUILFORD HIGH SCHOOL

## COURSE SELECTION CHANGE FORM

**Deadline: January 30th**

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

***PLEASE SUBMIT A HARD COPY OF THIS FORM TO YOUR COUNSELOR. DO NOT EMAIL.*** As a reminder, submitting a schedule change request does not guarantee the student will receive a schedule change. Students must continue to follow their current schedule until a counselor notifies the student of a schedule change. All forms must be submitted by January 30th.

**Note:** Emailed requests will not be accepted. Students must submit this form prior to the deadline. Only 1 form should be submitted per student. All changes are final. Students should not submit an additional form for additional changes.

### Guidelines for course changes:

1. Students who have a hole in their schedule (missing a class).
2. If students are repeating a course they already passed.
3. If a class appears on their schedule twice.
4. If a student failed a sequence course (for example, if a student failed Spanish I and is scheduled for Spanish II for the following semester).
5. **No changes from a yearlong AP Course(s).**

**\*\*Note:** AP classes will not be dropped based solely on the request to drop the class. For a request to drop an AP class, here is the procedure below:

1. Meet with the teacher and outline the barrier(s) (possibly using the list of reported barriers)
2. Parent, Teacher, School Administrator and Counselor agree to meet to discuss supports and other preventative measures

**List below what changes you are requesting to be made:**

	Course you would like to drop	Course you want to add	Reason for Change – Be very specific
1ST BLOCK			
2 <sup>ND</sup> BLOCK			
3 <sup>RD</sup> BLOCK			
4 <sup>TH</sup> BLOCK			

Parent/Guardian Signature: \_\_\_\_\_

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

Parent email: \_\_\_\_\_@\_\_\_\_\_

Student email: \_\_\_\_\_@\_\_\_\_\_

**RETURN FORM TO APPROPRIATE COUNSELOR BY JANUARY 30TH.**