Rocky Mount Prep College Counselor

Mrs. Anderson

SCHEDULE CHANGE PROCESS

Schedule change requests are submitted no later than

the 3rd day of each semester. Requests for schedule changes must meet one of

the criteria listed below. Place a check mark by the applicable criteria:

Key:

\_Course was completed and credit granted

\_Credit Recovery\*

\_Not completing a prerequisite for a currently scheduled class

Incomplete schedule/computer error+

\_Level change (i.e. Honors English 9 to English 9, Chemistry to Honors Chemistry) Time frame-within the first 10 days of the semester after discussion with current teacher and student; based upon availability.

\_Dual Enrollment, if student qualifies

\* If a required course is failed, then the student can request to be placed back into the same course the next available term.

+ Students should have at least 4 classes each term. A computer error is defined as classes taken out of sequence. For example, Math II scheduled before Math 1 or classes during the

same semster such as Spanish 1 and Spanish B.

IF YOU MEET THE CRITERIA, FOLLOW THE INSTRUCTIONS THAT ARE IN BOLD:

Complete all sections and either print or email the form. The Schedule Change Request form must be received by your counselor during the first three days of the term. You will receive notification if your schedule change request has been approved/denied by email.

 Enter student’s name, grade, and email address

 Provide course request information in table

 Obtain required parent/guardian signature

Student Name:

Grade:

Email (Please type or print clearly):

List course(s) currently on schedule and requested replacement course(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Current Course | Hour | Replacement Course | Hour |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Parent/Guardian Signature:

Date / /

**Notice of Nondiscrimination:** It is the policy of the Rocky Mount Prep School that no person shall, on the basis of race, creed, color, national origin, sex, marital status, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination

under any program or activity and in employment.