

Name of Student (Print): _____

Grade: _____

Chattahoochee High School

Schedule Correction Form - Spring 2018

Deadline to submit requests to the Counseling Office - Friday, December 15, 2017 at 4:00 pm

Priorities:

- Students who are missing a course.
- Students who need a course for graduation/college admission.
- Students who have a course listed where credit has already been earned.
- Students who need to make up a failed course.

1. You may only submit one schedule correction form.
2. Emailed schedule correction requests will not be accepted.
3. Requests to switch from a face-to-face class to an online class will not be considered.
4. Requests to drop year-long electives will not be considered
5. Textbooks must be returned to the main office for any change that is approved.
6. All changes are subject to availability.
7. All students will receive a new schedule on Monday, January 8th in their 1st period class. Schedules can also be viewed on Home Access Center.

Correction #1 request:

Current Class: _____

*Replace with (1st choice): _____ *Replace with (2nd choice): _____

Reason for the Request: _____

Correction #2 request:

Current Class: _____

*Replace with (1st choice): _____ *Replace with (2nd choice): _____

Reason for the Request: _____

***My signature below indicates the following: (1) I understand the corrections I have requested.
(2) I understand that I will not be able to request additional corrections after submitting this form.
(3) I understand I will not be able to switch back to my previous schedule after submitting this form.***

Parent Name (print): _____ Signature: _____ Date: _____

Student Name (print): _____ Signature: _____ Date: _____

Counselor Comments:

Request Denied: _____ Date: _____ Initials: _____

Request Approved: _____ Date: _____ Initials: _____