

Name of Student (Print): \_\_\_\_\_

Grade: \_\_\_\_\_

## Chattahoochee High School

Schedule Correction Form - Spring 2019

**Deadline to submit requests to the Counseling Office - Friday, December 14, 2018 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 8<sup>th</sup> in their 1<sup>st</sup> period class. Schedules can also be viewed on Home Access Center.

### Correction #1 request:

Current Class: \_\_\_\_\_

\*Replace with (1<sup>st</sup> choice): \_\_\_\_\_ \*Replace with (2<sup>nd</sup> choice): \_\_\_\_\_

Reason for the Request: \_\_\_\_\_

### Correction #2 request:

Current Class: \_\_\_\_\_

\*Replace with (1<sup>st</sup> choice): \_\_\_\_\_ \*Replace with (2<sup>nd</sup> 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: \_\_\_\_\_