

**SCHEDULE CHANGE REQUEST FORM  
GRANDVIEW MIDDLE SCHOOL  
2018-2019**

Student's Name \_\_\_\_\_  
LAST
FIRST
MI

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**\*\*\*\*\* ATTENTION STUDENTS \*\*\*\*\***

**READ THE FOLLOWING ITEMS CAREFULLY!**

- All requests for a schedule change must have all required signatures and a detailed reason for the change should be included. Forms will not be processed without a parent/guardian signature.
- The deadline for turning in a schedule change request form is **Friday, August 24<sup>th</sup>**. No late request form will be accepted. **Please turn form into guidance counselor's mailbox.**
- Schedule changes are subject to class availability. Since some changes require the shifting of other classes, it may not be possible to grant the request due to conflicts and/or class size.
- Final approval for schedule changes will be granted by Dr. Bockskopf.
- Students will follow the schedule they have been given until notified by guidance counselor that a change has been made. Failure to follow this procedure will result in the student being counted absent in the scheduled classes.

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I am requesting the following schedule correction(s). **If you are dropping/adding choir, you must indicate if it is for a semester or the year:**

**DROP COURSE**

**ADD COURSE**

Course Name \_\_\_\_\_

Course Name \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THE REASON FOR SCHEDULE CHANGE (BE DETAILED – USE THE BACK OF PAGE IF NECESSARY)**

\_\_\_\_\_  
 \_\_\_\_\_

Parent' Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent's Daytime Phone# \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Only if dropping BAND

RETURN THIS COMPLETED FORM TO THE MIDDLE SCHOOL OFFICE.

OFFICE USE ONLY:

GRANTED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
 Reason \_\_\_\_\_

6 <sup>TH</sup> GRADE ELECTIVES	7 <sup>TH</sup> GRADE ELECTIVES	8 <sup>TH</sup> GRADE ELECTIVES
Only make request for changes if you want to drop/add band.	Art                      Choir FACS                      Computers Band  *If taking band, you will not take computers. *If taking year-long choir, you will not have FACS or Art	Agriculture              Choir Spanish                      Computers Band  *If taking band, you will not take computers. *If taking year-long choir, you will not have Spanish or Agriculture