



York Preparatory Academy's High School Schedule Change Request Form

Student Name: _____

Grade: _____

Please complete and return this form to your school counselor if you have a change request that fits within the York Preparatory Academy's schedule change policy. No changes will be allowed unless they are deemed necessary by the school. Please be aware that some changes may not be possible. **Note: WE WILL NOT MAKE TEACHER CHANGES.**

Summer & Virtual School Credits: Schedules will automatically be adjusted once we receive proof of the credit in our School Counselor's office. You do not need to fill out a schedule change request form for summer or virtual credits.

Necessary changes fall into the following categories:

(Please check those that apply to your request and provide an explanation.)

_____ 1. I have no schedule.

_____ 2. I have an incomplete schedule. Explain:

_____ 3. I don't have a course that I need for graduation. Explain:

_____ 4. I don't have the prerequisite for a course on my schedule. Explain:

_____ 5. I have already passed and received credit for a course on my schedule. Explain:

_____ 6. I would like to move to a different level of this course. Explain:

_____ 7. I am a junior or senior requesting dual enrollment. *Must supply copy of enrollment at York Technical College, Winthrop University, or USC Lancaster Courses.* Explain:

For the reason checked above, I am requesting the following schedule change:

DROP: _____ **ADD:** _____

DROP: _____ **ADD:** _____

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

Office Use: _____ Approved _____ Denied Signature: _____ Date: _____