

# 2010-2011 TWHS SCHEDULE CHANGE POLICY

Upon reaching the first full day of instruction and  
Assuming you have a full schedule, you may petition a request  
for a schedule change for the first three days of first semester  
(PETITIONED SCHEDULE CHANGE DUE BY **DATE TO BE INSERTED**)  
and the first two days of second semester.

## HERE ARE VALID REASONS FOR PETITIONING A SCHEDULE CHANGE:

1. You have not met the prerequisite to be in the class.
2. You have already had the class and passed it.
3. Your current request for an “elective” change was listed on your enrollment form for 2010-2011, but is not currently on your schedule.
4. You have a medical excuse that prohibits your taking the class.
5. A core graduation requirement is not listed on your schedule (i.e. *English, Math, Social Studies, Science*).
6. Your teacher has directed a needed change (*within reason*).
7. You have failed the previous semester with a particular teacher.

## SCHEDULE CHANGE PETITION REQUEST

STUDENT NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

CURRENT CLASS: \_\_\_\_\_

REQUESTED CLASS: \_\_\_\_\_

THE REASON I AM REQUESTING A CLASS CHANGE IS:  
\_\_\_\_\_  
\_\_\_\_\_

UPDATED 01.19.10

OFFICE USE ONLY:

DATE/TIME SUBMITTED: \_\_\_\_\_

COUNSELOR REVIEW DATE: \_\_\_\_\_

DECISION: \_\_\_\_\_