

General McLane High School Summer Schedule Request Change Form

Student Name:	Date:
Counselor/Grade:	
<input type="checkbox"/> 9 th	<input type="checkbox"/> 10 th
<input type="checkbox"/> 11 th	<input type="checkbox"/> 12 th
<input type="checkbox"/> ECTS	<input type="checkbox"/> Academy

Your schedule has been balanced to ensure you receive as many of your requested courses as possible. If there is still a conflict we are accepting requests for changes using this form **ONLY** and only for the reasons listed below. Please note all changes are pending space availability. Once you've completed this form, you have 2 options:

1. Send in the form via email, US Mail, or drop it off in the main office by August 17th
2. Come in on the announced schedule change days, August 15th & 16th, between 8:30-3:30 with your **completed form**

Schedule request will not be accepted without a completed form or by phone call.
THE DEADLINE FOR SCHEDULE CHANGE REQUESTS IS AUGUST 17th

Schedules are considered balanced if you have two core classes in each semester. A core class is your English, Math, Science or Social Studies course. When doubling up and/or taking Foreign Languages, you may have three core classes in a semester.

Please enter your request and reason for your change:

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Student Cell#	Home#
Print your Email:	Parent Cell#

Your schedule change is **NOT COMPLETE** until:

- 1) The above request has been processed by Guidance,
- 2) A revised schedule is issued to the student by the student's counselor. The revised schedule will be sent to the student's GM email account and is available on PowerSchool. If you do not receive a revised schedule, your schedule will remain as issued.

Counselor Notation: