

## General McLane High School Summer Schedule Request Change Form

<b>Student Name:</b>	<b>Date:</b>
<b>Counselor/Grade:</b>	
_____ 9 <sup>th</sup> _____ 10 <sup>th</sup> _____ 11 <sup>th</sup> _____ 12 <sup>th</sup> _____ ECTS    _____ 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**. 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 Friday, August 13<sup>th</sup>
2. Come in on the announced schedule change days, August 11-12th between 8:30-3:30 with your **completed form**

**\*\*Schedule request will not be accepted without a completed form or by phone call.**

To ensure that student schedules are ready for the start of the school year,  
**THE DEADLINE FOR SCHEDULE CHANGE REQUESTS IS AUGUST 13, 2021.**

*Please enter your request and reason for your change:*

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

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:**