

2009-2010 BHS Schedule Correction Form

Name: _____ Student ID #: _____ Grade: _____

Phone Number: _____ Email: _____

Counselor Name: _____ Date: _____

Steps to request a Schedule Correction:

1. Complete this form fully and legibly
2. Give the completed form to the counseling center secretary

SCHEDULE CORRECTIONS WILL BE CONSIDERED FOR CORE CLASSES ONLY. Please note that you are NOT ALLOWED TO CHANGE ELECTIVES UNLESS YOU HAVE ALREADY TAKEN THE CLASS.

If you are requesting a schedule correction you must meet at least one of the six criteria listed below. If your request does not meet any of the six criteria, do not fill out this form as your request will be denied. Please check the criteria that apply to your request.

Reason for Schedule Correction Request:

- Incomplete schedule.** 9th and 10th graders must be enrolled in seven classes and 11th and 12th graders must have a minimum of six classes.
- Seniors missing a course required for Graduation**
- Prerequisite course not completed (or previously failed)**
- Time conflict with a course taken at another school**
- Scheduled for the same course twice**
- Have already taken this class**

Class period and course requiring an adjustment: _____

Course that needs to be added to your schedule **: _____

Course that needs to be dropped from your schedule: _____

**** Please note that this course change may result in a change in your electives.**

Office use only: *accepted* *denied* Reason: _____