



REQUEST FOR COURSE CHANGE*

There are three types of course changes during a semester: 1) *Student Initiated* changes are made without penalty in the first ten days of the semester. 2) *Teacher Initiated* changes are made by teachers during the first half of the semester. The semester grade earned by a student whose course is changed at the request of the teacher will be the average of work done in both classes. 3) *Dropped Course*: A student may elect to drop a course at any time during a semester provided the minimum number of courses is maintained.

Student Initiated

Teacher Initiated

Dropped Course

(Name of Student)	(Grade Level)	(Date)
(Course To Drop)	(Course To Add)	

The reason(s) for this course change request are:

Required Signatures (In required order):

Parent or Guardian		Comment
Teacher - Dropped Class	<input type="checkbox"/> Likely to struggle	<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; margin-right: 10px;"></div> <div>Grade</div> </div>
Teacher – Added Class	<input type="checkbox"/> Likely to struggle	Reason
IB Coordinator	<input type="checkbox"/> Likely to struggle	Reason
Guidance Counselor or Principal	<input type="checkbox"/> Likely to struggle	Comment
		Approved / Disapproved

* Changes that occur outside the semester do not require this form.