

VOORHEES HIGH SCHOOL

Request for Schedule Change

Please see reverse for the **ONLY** reasons schedule changes will be made!!

DIRECTIONS FOR SCHEDULE CHANGES – 2008-2009:

1. **Complete every box.** Forms will not be processed without complete information. **PRINT CLEARLY.**
2. Provide current home phone number.
3. Be sure to include parent signature.
4. **This form is NOT to be used for course level changes.**
5. You **must** follow your original schedule until you receive a new schedule.

Student Name:	Home Phone:	Date:
Grade in Sept. 2008	Counselor:	
Schedule Change Requested/Include Course Names and Numbers:		
Course(s) to ADD: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>		
Course(s) to DELETE: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>		
Reason for Request (Please be very specific)		
Parent/Guardian Signature		

Barbara Frederick	Grade 9: A – Cl	Grade 10: A – Cl	Grade 11: A – Cl	Grade 12: A – Cl	FOR OFFICE USE ONLY
Jean DiSalvio	Grade 9: Co – F	Grade 10: Co - F	Grade 11: Co - Fo	Grade 12: Co – Fo	
Lori Hissner	Grade 9: G – Kl	Grade 10: G – Kl	Grade 11: Fr – Kl	Grade 12: Fr – Kl	
Brian Strauss	Grade 9: Kn - M	Grade 10: Kn - M	Grade 11: Kn - N	Grade 12: Kn - N	
LoAnn Snyder	Grade 9: N - R	Grade 10: N - Ro	Grade 11: O - Sk	Grade 12: O - Sk	
Ann Fresoli	Grade 9: S - Z	Grade 10: Ru - Z	Grade 11: Sl - Z	Grade 12: Sl - Z	
					Date Received _____
					Date Contacted _____

CRITERIA FOR CHANGING STUDENT SCHEDULES

Students are expected to honor their commitments by attending and satisfactorily completing the courses for which they enroll.

Schedule changes will not be made for reasons of convenience or because of teacher preference. Only changes which are educationally beneficial for the student will be considered.

Schedule changes will be considered only for the following reasons:

1. The correction of a clerical error in the schedule. Examples might include a missing course, a conflict between two or more courses, failure of a prerequisite course or a serious imbalance in the course load assigned for each semester.
2. A recommendation from the Child Study Team.
3. A recommendation from a building administrator for disciplinary, attendance or instructional reasons.**
4. If a student is repeating a course and is assigned to a teacher with whom he or she previously received a failing grade.
5. A student wishing to take additional course(s), which do not entail the dropping of any other course(s).
6. A teacher recommends a change based on the fact that the student is misplaced in a particular course or that a change in level would be beneficial to the student. Teacher recommendations for changes according to this criterion must be made prior to the end of the first quarter of all courses, i.e., by the first progress report for semester courses and by the end of the first marking period for year-long courses. This must be done with the approval of the Department Chairperson and the Guidance Director.

** Schedules changed according to this criterion many result in a grade of WF (Withdrew Failing), which is computed for grade point average as a failing grade.

Schedule changes **will not** be considered for any of the following reasons:

1. Course content or standards differing from student expectation.
2. Dropping a course because it is not needed for graduation.
3. Inability of a student to relate well to a given teacher.
4. Preference for some other subject.
5. Dropping a course in order to lighten one's load.