

JERICHO HIGH SCHOOL

SCHEDULE CHANGE REQUEST

Please note the deadline schedule below.

Drops will not be considered after these deadlines except under extreme extenuating circumstances.

October 8	Full year and 1st semester courses Deadline to drop or change levels in course without penalty.
December 3	Full year and 1st semester courses Deadline to drop or change levels in course. Withdrawal-Passing (WP) or Withdrawal-Failing (WF) entered on permanent transcript.
March 18	2nd semester courses only Deadline to drop or change levels in course without penalty.
April 29	2nd semester courses only Deadline to drop or change levels in course. Withdrawal-Passing (WP) or Withdrawal-Failing (WF) entered on permanent transcript.

Name: _____ Date: _____ Counselor: _____

I am requesting a change in my schedule as indicated below:

DROP COURSE	TEACHER	PERIOD	ADD COURSE	TEACHER	PERIOD

Explain Reason for Requested Change:

I understand that this is a proposal for a program change and that my current schedule is in effect until my new schedule, if approved, is posted in the Portal.

Date: _____ Student Signature: _____

Date: _____ Parent Signature: _____

<p><u>DROP</u></p> <p>Teacher Signature:</p> <p>Curriculum Associate Signature:</p> <p>If applicable, Learning Center Curriculum Associate Signature:</p>
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<p><u>ADD</u></p> <p>Teacher Signature:</p> <p>Curriculum Associate Signature:</p> <p>If applicable, Learning Center Curriculum Associate Signature:</p>

Counselor Signature: _____