

Schedule Change Request



Last day to turn in a schedule change request: September 2, 2016 by 4:00pm

Student Last Name	Student First Name	Student ID	Date
Grade Level	Parent Name	Parent Email	Parent Number

Valid Reasons for schedule change:

- ☐ Current schedule does not match choice sheet submitted
- ☐ Current schedule missing required courses or student lacks pre-requisite course
- ☐ Student was accepted into specialized course, teacher signature required

Please indicate which course(s) you would like to drop and the course(s) that you would like to add:

Course to Drop	Course to Add	Reason Requesting Change	Teacher Approval Advanced Courses Only

I understand that this is a request and does not guarantee placement in any course. I understand that if I do not meet the Dallas ISD requirements to switch into the requested class(es) I will remain in the class which was scheduled for me.

Student Signature	Date
Parent Signature	Date

All requests will be reviewed and approved by the grade-level school counselor. **Please allow five school days for request to be reviewed.** If a request is approved, student will receive a new schedule in their first period class. Note that an approved schedule change request may cause student to switch teachers and/or enrichment classes. If a request is denied, you will receive a copy of this form indicating the reason. **There will be no schedule changes the first week of school.**

J.L. Long Middle School Student Services Office Use Only

Date Received: _____ Time Received: _____ Received By: _____

____ Approved _____ Denied

Reason for Denial:

- ☐ Request does not match choice sheet
- ☐ Course requested is at capacity
- ☐ Student not approved for specialized course
- ☐ Course conflicts with other request

Date Schedule Change Completed: _____ Completed by: _____