

# MILTON HIGH SCHOOL

## Schedule Change Request & Course Placement Waiver Form

Schedule Change Window: January 6<sup>th</sup>-17<sup>th</sup>

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_ Student Email: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Reason for Schedule Change Request. Check all that apply.

\_\_\_ I need this course to graduate.

\_\_\_ I have not taken and/or passed the necessary prerequisite course.

\_\_\_ I need this course for college admission.

OTHER: \_\_\_\_\_

\_\_\_ I previously passed this course.

\_\_\_ This is a duplicate course on my schedule.

- SENIORS: before dropping a course check with your intended colleges and universities to be sure your decision does not impact potential acceptance and/or scholarships.
- It may take 5 days to process your request.
- If you submit a request and then determine that you no longer want the change, see your counselor. NOTE: Your original schedule may no longer be available if the request has already been processed.
- **Fulfilling requests may also change other scheduled course periods, teachers, or lunch period.**
- BAND, ORCHESTRA & CHORUS STUDENTS: If you are dropping this course, have your teacher sign this form to indicate that you do not have items that need to be returned \_\_\_\_\_.

**This is a list of courses you would like to add or drop and in no way represents your schedule.**

**Course(s) to DROP:**

1	2	3
4	5	6

**Course(s) to ADD (please provide multiple options):**

1	2	3
4	5	6

**\*\*Adding an Online Course? Compete the reverse side of this form.\*\***

STUDENT SIGNATURE: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_

**\*\*Optional: Student's Cell Phone #: \_\_\_\_\_\*\***

**FOR OFFICE USE ONLY**

Request Denied: \_\_\_\_\_ Request Approved: \_\_\_\_\_ 504 or IEP Case Manager Contacted: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Counselor Initials: \_\_\_\_\_ New Schedule/Response Sent to Student: \_\_\_\_\_ Comments: \_\_\_\_\_

**\*\*Complete this side only when requesting an Online Course\*\***

### **ONLINE COURSE STATEMENT & AGREEMENT**

- Students taking online courses off campus are not permitted to loiter on campus during their online period and may face disciplinary consequences for loitering. Students must follow all school check in and check out procedures.
- It is my responsibility to verify that the college/university the student wants to attend and/or the NCAA will accept the online course from Fulton Virtual or Georgia Virtual School before enrolling in the course.
- It is my responsibility to provide timely transportation to/from school. No excused tardies will be given for arriving late.
- End of Course Exams (if applicable) are taken at MHS.
- ALL online course grades, passing and failing, will be posted on the student's transcript.
- Students requesting to transfer out of online courses after the first 10 days of school must have approval from the counselor/administrator. We cannot guarantee transfer to an MHS course due to remaining seats in a course.
- My signature indicates I am releasing Fulton County Schools of any responsibility for the student choosing to participate in online off campus courses.

**Fulton Virtual School (FVS):** [www.fultonschools.org/en/schools/fvs2](http://www.fultonschools.org/en/schools/fvs2)

**Georgia Virtual School (GAVS):** [www.gavirtualschool.org](http://www.gavirtualschool.org)

Online Course Name	FVS or GAVS	Year Long, Semester 1 or Semester 2	AM or PM

☐ **I understand it is my responsibility to register via the FVS or GAVS website for my Fall & Spring online courses.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date