



PETITION FOR COURSE/LEVEL CHANGE
GRADES 10-12

If you feel an error has been made in your child's schedule, or if you feel there is a significant reason for a course adjustment, please complete this form and return it with your signed course assignment form no later than 2:30 P.M. on March 15th. Petitions received after that time will not be considered. Petitions will be reviewed by the Vice Principal of Academics, the guidance department, and the department chairs during the week of March 15th and responses will be mailed to parents. If a course change is made, a new schedule will be emailed for your review and approval. Please use a separate form for each requested course change.

Student Name: YOG:

Request to Drop Course:

Course Name: Course #:

Request to Add Course:

Course Name: Course #:

Reason for Request:

Four horizontal lines for writing the reason for the request.

Parent Signature: Date:

This portion is for Office use only.

Approved: Denied:

Comments:

Three horizontal lines for writing comments.

V. P. of Academics Signature: Date: