

# Garfield HS 1<sup>st</sup> & 2<sup>nd</sup> Semester Course Change Request

Please PRINT CLEARLY and fill in ALL the information below

Date: \_\_\_\_\_ Counselor (12A School Counselor HS on bottom of schedule): \_\_\_\_\_

Student Name (Last, First): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Grade: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**This is a REQUEST form ONLY. There are no guarantees that your request will be granted.**

1. Complete the form and submit to your counselor as soon as possible, via e-mail.
2. **Course change requests will not be accepted after the first 3 days of the school year.**
  - a. \* This applies to both 1<sup>st</sup> and 2<sup>nd</sup> semester courses.
3. Course change requests will not be accepted over the phone, fax, or voice mail message.
4. Students will be notified when the request has been processed. (Via the e-mail you list above)
5. Students must stay in their assigned classes until notified that a change has been made.
6. Counselors will notify teachers, students, and parents if necessary with any questions.
7. The goal is to have all requests completed by the 10<sup>th</sup> school day of the year. Please be patient.
8. Do not turn in additional forms for the same request. If you have a question after you hear back on the decision stay on the same e-mail with your counselor to get clarification.

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## Change Requested:

Schedule changes will be considered for core classes only. Changes to electives or teacher preferences will not be considered.

Course(s) to Add: \_\_\_\_\_

Course(s) to Drop\*: \_\_\_\_\_

\_\_\_ 1st Semester    \_\_\_ 2nd Semester    \_\_\_ Both Semesters

**\*Note that this course change may result in a change to your electives and/or the order of your courses/teachers.**

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## Reason for Request: ("X" applicable) You must meet at least one of the six criteria below.

\_\_\_ Incomplete schedule (less than a full schedule)

\_\_\_ Missing Grad Requirement (12th grade only)

\_\_\_ Time conflict with Running Start

\_\_\_ Missing College Requirement (12th grade only)

\_\_\_ Have already taken this class

\_\_\_ Missing Core Class (LA, Math, Science, History)

(If class was taken outside of Seattle Public Schools, an official transcript must be submitted to verify completion of the class)

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## Counselor Use ONLY

\_\_\_ Your change **has been processed and approved**. Attached is your new schedule. Show this to affected teachers and return any books/instructional materials no longer needed.

\_\_\_ Your request has **not** been processed and/or approved.