



Schedule Change Request Form

Pine Lake Preparatory

A schedule change will not be permitted until this form is completed and submitted.

Student Name: _____ Grade: _____ Date: _____

Our staffing decisions are driven by student course requests made during the spring. As a result, many classes are now full. Changes to a student's schedule will only be made for reasons noted on this form. This is especially true for STEM and Advanced Placement classes. *Your schedule change request may not be able to be honored due to the overall needs of Pine Lake's Upper School.*

Schedule change steps:

1. Complete this Schedule Change form – completely.
2. Be sure there is a parent signature on this form. No schedules will be changed without the parent signature on this form.
3. Submit the form to the registrar. You will be notified when your change request has been handled.

Schedule changes will be considered for the following reasons – ONLY!
– Please check each that applies to your situation –

- | | |
|--|---|
| <input type="checkbox"/> I need a required course not on my schedule. | <input type="checkbox"/> A class is repeated on my schedule. |
| <input type="checkbox"/> I would like to repeat a class I have failed. | <input type="checkbox"/> I am lacking a prerequisite for the class. |
| <input type="checkbox"/> I want to take a class online or dual enrollment. | <input type="checkbox"/> My Schedule is not complete. |

Other (only if there is a special circumstance or reason that should be considered – be specific) _____

What is your proposed schedule change?

Course(s) to Drop

Period: _____ Class: _____
Period: _____ Class: _____

Course(s) to Add

Class: _____
Class: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

School Official Signature: _____

Date: _____

- Approved
 Class is full (look for alternate options)
 Denied. Does not meet reasons to change a schedule.