

# REQUEST FOR CLASS CHANGE

Date Requesting the Drop: \_\_\_\_\_

Is request before class drop/add deadline?      YES      NO      (T1 – Aug. 15; T2 – Nov. 10; T3 – Feb. 9)

Parent's Name \_\_\_\_\_ Student's Name \_\_\_\_\_

Class change: Drop \_\_\_\_\_ Teacher \_\_\_\_\_

Add \_\_\_\_\_ Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Hour \_\_\_\_\_ Trimester (1) (2) (3)

Reasons for the change: \_\_\_\_\_

Please note: All Changes must be approved by the teacher(s) involved and the registrar before a change can be granted. Some changes may be denied due to small class sizes, teacher preparation requirements, and timing inconvenience. You will be contacted personally on the status of your change (usually via email). You will be responsible to follow-up with the teacher(s) affected to gather the needed information for class fees, supplies, and expectations. *Requests must be submitted 2 weeks before the start of class to avoid extra fees. Any requests made after the deadline will be handled on a case by case basis and are subject to Leadership's discretion.*

## OFFICE USE:

REGISTRAR CONFIRMATIONS: Date: \_\_\_\_\_ APPROVED DENIED

Verify number of students in class(es): \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

### TEACHER CONFIRMATIONS:

**Added Class** Teacher's Signature: \_\_\_\_\_

Do you have a class fee/additional supplies (i.e. books)? ? YES NO If yes, how much? \_\_\_\_\_

Did you add the student's name to the Fire Roster (located on the door)? YES NO

**Dropped Class** Teacher's Signature: \_\_\_\_\_

Do you have a class fee/additional supplies (i.e. books)? YES NO If yes, how much? \_\_\_\_\_

Did you delete the student's name from the Fire Roster (located on the door)? YES NO

*In the case of drops/additions occurring after the change deadline, the parent is responsible for paying the class fees due to the class being dropped and the fees required for the class being added. No reimbursement can be made for materials purchased after the change deadline. If the class being dropped is provided by a paid teacher, the parent is responsible for the original commitment of payment even though the student will not be receiving the benefit of the class.*

### CHANGES NOTED: (Initial notification of change)

\_\_\_\_\_ Master Registration List      \_\_\_\_\_ AM/PM Dismissal Roster      \_\_\_\_\_ Waiting List  
\_\_\_\_\_ Class Fees (Treasurer)      \_\_\_\_\_ Web Site (RegAssist/ Web Master)