

**Gar-Field Senior High School  
SCHEDULE CHANGE REQUEST FORM 2008-2009**

STUDENT NAME: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

**SPECIFY CHANGE REQUESTED**

DROP: \_\_\_\_\_

\_\_\_\_\_

ADD: \_\_\_\_\_

\_\_\_\_\_

<p>Do you attend Gar-Field on a student transfer?</p> <p>___ Yes ___ No</p> <p>Reason for transfer:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

Explain Fully the Reasons For the Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Work Telephone # \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*IB Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Student returned book \_\_\_\_\_ Date: \_\_\_\_\_

Coach's/Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(needed if participating in a VHSL sanctioned activity)*

**IMPORTANT ITEMS TO NOTE REGARDING SCHEDULE CHANGES**

1. Schedule changes could result in the loss of **ELIGIBILITY** for sports, activities, academic letter and/or a **CHANGE** in diploma type, including International Baccalaureate Diploma.
2. **AFTER JUNE 30, 2008, STUDENTS MAY NOT REQUEST A NEW COURSE.** Courses dropped after the first interim (October 3, 2008) will result in a "WP" (withdrew passing) or a "WF" (withdrew failing) notation on the student's transcript. Courses dropped after the first semester ends (February 6, 2009) will result in an automatic "F" (failure) notation for the year grade on the student's transcript.
3. Changes from one level to another of the same course must be completed by February 6, 2009. (Example: Spanish III to Spanish II; or IB MYP Algebra I to Algebra I, etc.)

Your schedule change is **NOT COMPLETE** until:

- 1) the above request has been processed by Guidance,
- 2) a class change notice is issued to the student by the student's counselor, and
- 3) all books are returned to the first teacher.

\* The IB Coordinator's signature is required for **ANY** IB or IB MYP schedule change.