

# REQUEST FOR SCHEDULE CHANGE 2022-2023

## Hewitt Trussville High School

Legitimate reasons for a schedule change include:

1. Student has already received credit for the course.
2. Student has not passed the prerequisite course (ex.: cannot take Spanish II without having passed Spanish I).
3. Student's schedule has a missing class or period.

Changes will not be made to rearrange a student's schedule by periods or to make a teacher change. Your course requests should have been entered by the deadline in April. No new requests may be made.

**Changes to academic classes will be made first and legitimate elective changes will follow.**

If you have a legitimate reason for a schedule change, fill out the information below, have a parent sign it, and return it to the guidance office. You may view your schedule change status in PowerSchool 24 to 48 hours after submitting your change request if it has been approved. If it is not approved, then your schedule will remain in PowerSchool as listed. It is important to understand that the master schedule is an intricate, dynamic plan where many factors must be considered before a change request can be approved.

Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Your Grade in 2022 - 2023 \_\_\_\_\_

Email Address if you are to be contacted \_\_\_\_\_

I wish to DROP \_\_\_\_\_

And ADD \_\_\_\_\_

OR \_\_\_\_\_

because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Guidance Counselor's Signature

*(Graduation credits and diploma requirements must be reviewed & taken into consideration.)*

Date Reviewed \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

Denied \_\_\_\_\_ Approved \_\_\_\_\_

\*\*\*May be submitted to the guidance office beginning Monday, August 1<sup>st</sup>. School will be closed on Friday, July 29<sup>th</sup>.