

PEACHTREE ACADEMY 2016 – 2017 Schedule Change Request

Schedule changes will only be considered for the following reasons:

1. Did not receive a course required for graduation.
2. Enrolled in a course you have already completed and received credit.
3. Enrolled in a course for which you have not met the prerequisite.
4. Do not have a full schedule of 6 classes.
5. Received a course you did not request as an original or alternate during registration. Requested course must be recorded in "Online Course Request".
6. Wish to take a course that is now available that was not previously offered during preregistration.
7. Want to move up a level in a core class (English, Math, Social Studies, and/or Science).

Procedures for Requesting a Change

A student may not drop a course and add a new course after the first five days of a class.

1. Submit form in the box located in the front office or fax the form to 678-212-6079.
Counselor/Registrar will not be available to see students and/or parents who walk in with schedule change forms as forms are processed in the order in which they are received.
2. Request will be reviewed and if it meets the criteria for a schedule change and if there is room in another class that works in your schedule, the change will be made.
3. Students will receive their new schedule or a response indicating why their schedule could not be changed.

Schedule changes will be made according to **space available in classes.**

Making a schedule change for one class may result in changing the rest of your schedule.

Note: All requests will be considered and reviewed by principals and counselors. Be aware that we may not be able to honor requests due to full classes.

Name: _____

Grade: _____

Phone: _____

Email: _____

Drop Course	Add Course	Alternate Choice

Indicate reason for request:

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Counselor Signature: _____ Date: _____ Scheduler Signature: _____ Date: _____