

Digital Form - Use Adobe Acrobat or Notability to Fill-In
SI REQUEST FOR CHANGE OF SCHEDULE 2020-2021

SUBMIT DIGITALLY ONLY: FIRST READ INSTRUCTIONS ON REVERSE AND CHECK CLOSED CLASSES LIST.

Forms are processed in the order in which they are received. We cannot hold seats and there are no waiting lists.

It may be necessary to rearrange your schedule. You should submit a request only if you are prepared to accept the necessary rearrangements—otherwise you must check the No Rearrangement box on the form—OR you may indicate your single highest priority regarding rearrangements.

Student Name _____ Class of 20_____

Email _____ Counselor _____

Address _____

City/State/Zip _____

******* SUBMIT DIGITALLY ONLY: FIRST READ INSTRUCTIONS ON REVERSE - See Item 5. *******

DROP	ADD (Course Title Only—Specific periods/teachers are determined by class sizes.) You may list alternates in order of preference.

OPTIONAL PREFERENCES (Click or check ONE box only):

No rearrangement. Do not add class indicated unless it is in the same period and semester as class being dropped.

If rearrangements are necessary, my SINGLE highest priority is (Click or check ONE BOX ONLY):

Adding (fill-in ONE class): _____

Dropping (fill-in ONE class): _____

Keeping (fill-in ONE class): _____

Counselor/Dept. Chair Comments: _____

Student Signature

Parent Signature (Required on ALL Forms)

Dept. Chair Signature (if required—see instructions)

Counselor Signature (if required—see instructions)

INSTRUCTIONS - READ CAREFULLY - SUBMIT DIGITALLY ONLY (See Item 5)

1. All requests for schedule changes must be in writing on this form (*NOT via telephone or email*). Please do not submit additional correspondence about your request. We do not make judgments regarding the reasons for your request, but we must work within the limits of class size and other school policies. *Thank you for understanding that during this extremely high volume time, we will be unable to respond to calls and emails regarding schedule changes.*
2. **See the CLOSED CLASSES LIST posted online at www.siprep.org/Academics. Do not request to add closed classes or to move them to another period or semester.**
3. **Obtain required signatures and approval:**
 - Parent – All Requests; Use Notability for signatures of student and parent.**
 - August 18 or later: Counselor – All Requests from Freshmen OR Requests from Soph/Jr/Sr on or after August 18: Form must be emailed to counselor who will forward to scheduling, if approved.**
 - Department Chair – If changing placement in Language or Math OR if adding any Honors or AP class: Form must be emailed to Department Chair (instead of Counselor) who will forward to scheduling, if approved. (Not needed if you were on ORIGINAL AP/Honors List.)**

Counselors & Dept. Chairs will be available starting August 18, 2020 for consultation and approval. You must wait until this date to submit a request requiring their approval.
4. **Your request should indicate course titles only. Specific periods/teachers are determined by class sizes.** Space must be available in the course you wish to add and in any other courses that have to be moved. Teachers do not have the authority to over-enroll their courses.
5. **Submit This Form Digitally:** 1) Use Notability for student/parent signatures. 2) Export from Notability as PDF to your Google Drive. 3) Use link at www.siprep.org/academics to go to Google Form called Schedule Change Submission and click Add File button. 4) Navigate to your Google Drive and select the PDF you exported from Notability. (If Counselor or Dept Chair approval is required, email form to them instead-see 3 above.)
6. **DEADLINES:** All forms for changes to **preferences in electives** (includes **Fine Arts, Psych, Econ, Sr. English, Sr. Religion, Sr. Govt**) must be received by **August 1**. All other forms (**for non-electives**) must be received by **8:30 AM Tuesday, August 25**. **The forms must be received by Scheduling with all required approvals by this deadline.**

REASON CODES FOR DENIED REQUESTS (If this form is returned to you, the code will be in the email used to return the form to you.)

- 1 The parent signature is missing. Please re-submit the form with parent signature.
- 2 Your request requires your counselor's approval. Please re-submit the form via email to your counselor. Counselors will be available starting August 18, 2020.
- 3 Your request requires Department Chair approval for AP/Honors or for a placement change. Please re-submit the form via email to the Department Chair. Department Chairs will be available starting August 18, 2020.
- 4 The class you wanted to add has no seats available or is not being offered.
- 5 No seats are available in sections of other classes that would have to be moved.
- 6 There is no appropriate class with seats available to fill the period you would be dropping.
- 7 The class you wanted to add conflicts with your other classes. Required classes cannot be dropped.
- 8 A class that would have to be moved cannot be moved due to conflicts with your other classes. Required classes cannot be dropped.
- 9 The class you wanted to add will not fit with the combination of other classes you are taking.
- 10 The class you are trying to drop is needed to fulfill a requirement.
- 11 In accord with school policy, we do not accept requests for specific semesters for one-semester classes, specific teachers, or specific periods.
- 12 There are no open A/B pairs of Fine Arts in the same period.
- 13 The class you are trying to add must be taken with a required course in the opposite semester and the required course is not available opposite the course you are requesting.
- 14 Dropping the course you indicated does not qualify for a study period. You must indicate a replacement.
- 15 To drop PE, you must submit your request to your counselor with a copy of a PE Waiver with all required signatures.
- 16 We are unable to make the change under the restrictions/preferences you have indicated.
- 17 Other: _____

