



SCHEDULE CHANGE FORM

Student Name: _____ Date: _____

Add/Drop Policy Mayfield Jr/Sr High School:

It is impractical and non-beneficial to drop one course and not take another after the semester has begun. It is, therefore, important to select courses with the utmost care. Students in grades 9-11 are required to take 6.5 credits. Students in grade 12 must take a minimum of 5.5 credits. If class enrollment falls below a minimum number due to a withdrawal request, the request will be denied. The add/drop period has strict deadlines. There will be **NO** schedule changes during the first two days of school. The add/drop period will be the first two full weeks in September. **STUDENTS MUST CONTINUE TO ATTEND CLASS UNTIL THE SCHEDULE CHANGE FORM IS COMPLETE.**

When students feel it is absolutely necessary to change a course, under extraordinary circumstances, the student must follow the sequence below:

1. Discuss the change with a parent/guardian.
2. Discuss advisability and pick up a schedule change form from the school counselor.
3. Obtain written permission from parent/guardian, instructor, school counselor, and principal on schedule change form.
4. Return textbook(s) and/or course materials and have the instructor provide written verification (circle Yes or No) this has happened.
5. Student must present the completed and signed schedule change form to the counselor
6. Only after the above procedure has been followed will the request be processed.

Pd	Dropped Course	Materials Returned	Instructor Signature	Pd	Added Course	Instructor Signature

Please allow my child to drop and add the above courses for the following reasons:

Parent/Guardian Signature: _____ **Date:** _____

Counselor Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____