

# Cambridge High School

## SCHEDULE CORRECTION REQUEST: Spring of 2022

Carefully read and complete all parts

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**DIRECTIONS:** Complete sections below. Incomplete forms will not be considered. Requests for a certain/different teacher or time of day changes are not honored. **Submitting a request does not guarantee approval. You must continue to attend and complete all work in your currently scheduled courses until you receive confirmation of a schedule correction or communication regarding your request. Other classes may be changed as a result of the request. Once changed, the schedule will not be changed back.**

**DEADLINE:** Return the completed form to the Counseling Office between Tuesday, January 4th, 2022, and 4:00PM, Friday, January 7<sup>th</sup>, 2022.

### 1. WHAT CORRECTION ARE YOU REQUESTING?

WRONG CLASS:	CORRECT CLASS:
<p><b>Check all boxes that apply. If one of the following situations does not apply, you are NOT eligible for a schedule correction. Switching between online and in-person will not be permitted.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> I am scheduled for a class for which I have already earned credit, AND/OR</li><li><input type="checkbox"/> I have two of the same classes, AND/OR</li><li><input type="checkbox"/> I have not met the prerequisite for the course, AND/OR</li><li><input type="checkbox"/> I am missing a course required for graduation, AND/OR</li><li><input type="checkbox"/> I did not request this elective course, AND/OR</li><li><input type="checkbox"/> I am missing a lunch period or class period, AND/OR</li><li><input type="checkbox"/> I want to level down.</li></ul>	

### 2. WHAT CORRECTION ARE YOU REQUESTING? (Skip to #4 if you do not have additional class to change)

WRONG CLASS:	CORRECT CLASS:
<p><b>Check all boxes that apply. If one of the following situations does not apply, you are NOT eligible for a schedule correction. Switching between online and in-person will not be permitted.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> I am scheduled for a class for which I have already earned credit, AND/OR</li><li><input type="checkbox"/> I have two of the same classes, AND/OR</li><li><input type="checkbox"/> I have not met the prerequisite for the course, AND/OR</li><li><input type="checkbox"/> I am missing a course required for graduation, AND/OR</li><li><input type="checkbox"/> I did not request this elective course, AND/OR</li><li><input type="checkbox"/> I am missing a lunch period or class period, AND/OR</li><li><input type="checkbox"/> I want to level down.</li></ul>	

3. WHAT CORRECTION ARE YOU REQUESTING? (Skip to #4 if you do not have additional class to change)

WRONG CLASS:	CORRECT CLASS:
--------------	----------------

**Check all boxes that apply. If one of the following situations does not apply, you are NOT eligible for a schedule correction. Switching between online and in-person will not be permitted.**

- I am scheduled for a class for which I have already earned credit, AND/OR
- I have two of the same classes, AND/OR
- I have not met the prerequisite for the course, AND/OR
- I am missing a course required for graduation, AND/OR
- I did not request this elective course, AND/OR
- I am missing a lunch period or class period, AND/OR
- I want to level down.

4. **BOTH** Parent and Student signatures are required for all schedule corrections.

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

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

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

Parent Email: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

**FOR STAFF USE ONLY:**

*Date Received:* \_\_\_\_\_

*Approved, Effective Date:* \_\_\_\_\_

*Denied*