

**Schedule Request Change Form  
Kaukauna High School**

Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Best way to contact you (email address or phone number) \_\_\_\_\_ Grade \_\_\_\_\_

**Course(s) you wish to drop:**

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Course(s) you wish to add:**

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Reason for Request (See Other Side)

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Special Programs Advisor \_\_\_\_\_ Date \_\_\_\_\_

\*\*Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

*\*Needed only if student receives special services.*

*\*\*Needed only if enrollment is or will fall below 20 for a course or if an overload beyond the course cap is necessary.*

**THIS FORM MUST BE COMPLETED AND SIGNED BEFORE AN APPOINTMENT OR A SCHEDULE CHANGE WILL BE MADE.**

**Please check Infinite Campus for an updated schedule. If the counselor has questions, they will contact you at the above email or phone number you indicated.**

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↓↓ **FOR COUNSELOR USE ONLY** ↓↓

**List courses being dropped, section enrollment after schedule change and final grade if applicable:**

\_\_\_\_\_  
(COURSE NAME) (NEW ENROLLMENT #) (FINAL GRADE)

\_\_\_\_\_  
(COURSE NAME) (NEW ENROLLMENT #) (FINAL GRADE)

**List courses being added and section enrollment after schedule change:**

\_\_\_\_\_  
(COURSE NAME) (NEW ENROLLMENT #) (FINAL GRADE)

\_\_\_\_\_  
(COURSE NAME) (NEW ENROLLMENT #) (FINAL GRADE)

## **COURSE REQUEST CHANGES OR WITHDRAWAL PROCEDURE**

Students may withdraw from a course only under special circumstances. Withdrawals may be permitted only with approval of the teacher, school counselor, administration, and parents. Students and/or teachers may have various compelling reasons for requesting student withdrawal from courses. Reasons that may be given consideration are:

- Inappropriate skill level placement.
- Significant changes in academic need requiring a course substitution or addition.
- Has not met prerequisite.

The student's transcript will reflect the course as a drop with the following grade designation:

- Day 1 through 3- Any course change may be considered (per the above guidelines) through the third day of the new trimester. Students must have parent and teacher approval and submit appropriate paperwork to Student Services. Changes will be made without penalty and students may add a class based on the above criteria.
- Day 4 through 12 – Drops **with no penalty** (WNP) may be granted when the student submits the necessary paperwork. No additional classes may be added. Students may be added to a study hall. This option is only available if no study hall is already scheduled. Day 13 through end of the trimester– Drops **with penalty** (WF) may be granted when the student submits the necessary paperwork. No additional classes may be added. Students may be added to a study hall if no study hall is already scheduled.

STUDENTS MAY ONLY BE CHANGED FROM ONE SECTION OF A CLASS TO ANOTHER IF THE SECTION THEY ARE ENTERING HAS A LESSER ENROLLMENT THAN THE SECTION THEY ARE LEAVING

\*Changes due to IEP requirements/changes, or new students coming to our school may be made at any time with administrative approval.