



REQUEST FOR COURSE CHANGE*

There are three types of course changes during a semester: 1) *Student Initiated* changes are made without penalty in the first ten days of the semester. 2) *Teacher Initiated* changes are made by teachers during the first half of the semester. The semester grade earned by a student whose course is changed at the request of the teacher will be the average of work done in both classes. 3) *Dropped Course*: A student may elect to drop a course at any time during a semester provided the minimum number of courses is maintained.

Student Initiated

Teacher Initiated

Dropped Course

_____ (Name of Student) _____ (Grade Level) _____ (Date)

_____ (Course To Drop) _____ (Course To Add)

The reason(s) for this course change request are:

Required Signatures (In required order):

_____			_____
Parent or Guardian			Comment
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher - Dropped Class	Likely to struggle	Likely to succeed	Grade
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Teacher - Added Class	Likely to struggle	Likely to succeed	Reason
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
IB Coordinator	Likely to struggle	Likely to succeed	Comment
_____			_____
Guidance Counselor or Principal			Approved / Disapproved

* Changes that occur outside the semester do not require this form.