

**Gar-Field Senior High School
SCHEDULE CHANGE REQUEST FORM 2007-2008**

STUDENT NAME: _____

GRADE LEVEL: _____

SPECIFY CHANGE REQUESTED

DROP: _____

ADD: _____

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| <p>Do you attend Gar-Field on a student transfer?</p> <p>___ Yes ___ No</p> <p>Reason for transfer:</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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Explain Fully the Reasons For the Change: _____

Parent/Guardian Signature: _____ Date: _____

Parent Work Telephone # _____ Home Telephone # _____

Counselor Signature: _____ Date: _____

*IB Coordinator Signature: _____ Date: _____

Teacher Signature: _____ Student returned book _____ Date: _____

Coach's/Sponsor's Signature: _____ Date: _____
(needed if participant in a VHSL sanctioned activity)

IMPORTANT ITEMS TO NOTE REGARDING SCHEDULE CHANGES

1. Schedule changes could result in the loss of **ELIGIBILITY** for sports, activities, academic letter and/or a **CHANGE** in diploma type, including International Baccalaureate Diploma.
2. After September 14, 2007, students may **NOT** request a new course. Courses dropped after the first interim (October 3, 2007) will result in a "WP" (withdrew passing) or a "WF" (withdrew failing) notation on the student's transcript. Courses dropped after the first semester ends (February 8, 2008) will result in an automatic "F" (failure) notation for the year grade on the student's transcript.
3. Changes from one level to another of the same course must be completed by the second interim. (January 4, 2008) (Example: Spanish III to Spanish II; or IB MYP Algebra I to Algebra I, etc.)

Your schedule change is **NOT COMPLETE** until:

- 1) the above request has been processed by Guidance,
- 2) a class change notice is issued to the student by the student's counselor, and
- 3) **all** books are returned to the first teacher.

* The IB Coordinator's signature is required for **ANY** IB or IB MYP schedule change.