

Lynn English Schedule Change Form

Must be submitted by 8:00 AM on – NO EXCEPTIONS!

Student ID # _____ Student Name _____

Homeroom _____ Grade _____ Date ____ / ____ / ____

Guidance Counselor: ____ *Ms. Baletsa* ____ *Mr. Benecke* ____ *Ms. Passanisi*
 ____ *Mr. Pena* ____ *Mr. Wilkins* ____ *Mr. Zollo*

DIRECTIONS:

- (1)** Print All Information. If this form is incomplete or difficult to read, it will be reviewed last.
- (2)** If you think that you have a mistake in your schedule, **DO NOT VISIT YOUR GUIDANCE COUNSELOR.** Complete this form and leave it in your guidance counselor's Guidance Department mailbox, not the Main Office mailbox.
- (3)** List the courses that you believe are wrong and explain why. REMEMBER.....you cannot take the same course twice unless you failed it the first time and still meet the prerequisites. The only courses you can take more than once are Physical Education, Chorus, Concert Choir and Band.
- (4)** Don't forget to write what course(s) you would like instead.

Example: *I should not have Course 506-6, Spanish 3, Period G, with Mr. Smith because I have not taken Spanish 2. Please, add Spanish 2 to my schedule.*

Problem # 1: _____

- _____ RESOLVED; your new schedule is attached.
- _____ Will not be resolved due to scheduling conflicts
- _____ Will not be resolved, because I believe it could adversely affect your chances of being admitted to post graduate educational institutions (i.e., college). If you disagree, bring in a note from a parent that is signed, dated, and mentions the above reason for my disapproval.

Problem # 2: _____

- _____ RESOLVED; your new schedule is attached.
- _____ Will not be resolved due to scheduling conflicts
- _____ Will not be resolved, because I believe it could adversely affect your chances of being admitted to post graduate educational institutions (i.e., college). If you disagree, bring in a note from a parent that is signed, dated, and mentions the above reason for my disapproval.

OVER

Problem # 3: _____

- _____ RESOLVED; your new schedule is attached.
- _____ Will not be resolved due to scheduling conflicts
- _____ Will not be resolved, because I believe it could adversely affect your chances of being admitted to post graduate educational institutions (i.e., college). If you disagree, bring in a note from a parent that is signed, dated, and mentions the above reason for my disapproval.

Problem # 4: _____

- _____ RESOLVED; your new schedule is attached.
- _____ Will not be resolved due to scheduling conflicts
- _____ Will not be resolved, because I believe it could adversely affect your chances of being admitted to post graduate educational institutions (i.e., college). If you disagree, bring in a note from a parent that is signed, dated, and mentions the above reason for my disapproval.

Problem # 5: _____

- _____ RESOLVED; your new schedule is attached.
- _____ Will not be resolved due to scheduling conflicts
- _____ Will not be resolved, because I believe it could adversely affect your chances of being admitted to post graduate educational institutions (i.e., college). If you disagree, bring in a note from a parent that is signed, dated, and mentions the above reason for my disapproval.

Further Comments:

Guidance Counselor's Signature: _____

Date: ____ / ____ / ____