How to Fill Out the Schedule Change Form.

1. Download the Schedule Change Form to your computer.
2. Save the form to your desktop on your computer.
3. Open the form in Adobe Acrobat Reader.
   a. If it is not already installed on your computer download it free here: https://get.adobe.com/reader/
4. Click your current grade level in the correct box.
5. Type the correct information in the following fields:
   - Student #
   - Student Name
   - Phone #.
6. Click on one of the radio buttons in the box entitled **"Your schedule will only be changed for the following reasons:"**
7. Type the correct information in the following fields:
   a. **Class(es) YOU want to Drop**
   b. **Class(es) YOU want to Add**
8. ==**YOU MUST SIGN THE FORM WITH YOUR SIGNATURE!**==
   a. Fill in the field **Student Signature** and follow the directions to Configure Digital ID.
   b. OPTION: You can print the completed form, sign it, scan/take picture, and email it back to your grade level counselor. (Emails are on the form).
   c. ==**In the subject line of the email type your First Name, Last Name, and grade level. Example: Sonia Smith 10th**==
9. ==**Click Save again to save the information that you typed in your completed form.**==
10. Attached the newly saved form to an email to your guidance counselor.
    a. In the subject line of the email type your First Name, Last Name, and grade level. Example: Sonia Smith 10th

Grade Level:
☐ 09 Genie.Osorio@browardschools.som
☐ 10 Kelly.Renard@browardschools.com
☐ 11 Brandi.Allen@browardschools.com
☐ 12 Sonia.Wilcox@browardschools.com
    b.