



2020-2021 Schedule Change Form

- Complete this form to request a schedule change for the 1st semester.
- Schedule changes will ONLY be made during the second week of school (August 24-27).
- You are only **allowed to submit (1) request**.
- Please e-mail the schedule change to your grade level counselor:

Grade Level:

- 09 Genie.Osorio@browardschools.com
- 10 Kelly.Renard@browardschools.com
- 11 Brandi.Allen@browardschools.com
- 12 Sonia.Wilcox@browardschools.com

Student # _____ Student Name: _____ Phone # _____

- Directions:**
1. Fill out the schedule change form completely.
 2. Save the form to the Desktop on your computer.
 - a. Go to your email and attach the completed form.
 - b. In the **Subject box- write your full name /current grade level.**
Ex. **John Does-Grade 10**
 - c. Send the e-mail to your grade level counselor.

Your schedule will only be changed for the following reasons:

- I have previously taken and passed the course.
- I was misplaced in an academic class (Honors or Advanced Placement Course).
- I was incorrectly placed in a sequencing course.
(Ex: Criminal Justice 2 but you've never taken Criminal Justice 1).
- Second chance:** I'm retaking a previously failed class with the same teacher.

Please note: A schedule change will not be made for the following reason:

- Elective changes
- Teacher Preference

If you did not complete a course card last spring, your schedule will not be changed. Incomplete forms will NOT be processed.

What students should do while waiting for notification of schedule change request?

1. I must follow my current schedule until my counselor calls or emails me.
2. I understand there is **NO GUARANTEE** the schedule change will be done and, therefore, I need to follow my current schedule and **do ALL the work in ALL classes**.

Term	Class(es) YOU want to Drop	Class(es) YOU want to Add
6		
6		

Required Signature:

Student Signature: _____ Date: _____

*** For School Use Only-Do Not Write Below Line***

- Schedule Change Approved:
- Schedule Change Denied (Reason):
