

CCA Course Change Request Form for Spring 2019 Term

During this time, students may request to:

- Remediate a prior D or F grade
- Add or drop a core academic subject (English, Math, Science, Social Studies, Foreign Language)
- Change levels between AP, Honors, and College Prep in core academic classes
- Drop a class for an unscheduled period, Peer Tutor, or Lab Assistant (offered same period only.)
- Add a class in place of an unscheduled period (offered same period only.)
- Please note: No elective changes can be made

Instructions for requesting to change a course for spring term:

1. Please complete the following:

Grade ____ Student Name _____ ID _____ Date _____

For next term, I am requesting:

A level change Class _____ to Class _____

To drop* the following class _____ in order to add:

- a class to remediate a prior D/F grade _____
- a core academic subject _____
- an academic intervention class (circle one): Math Support or Academic Literacy
- Peer Tutor or Science Lab Assistant (circle one)
 - Teacher name and signature _____
- A course in place of an Unscheduled Period (List at least two choices) _____

**dropping a college preparatory course may impact college admission*

A course without Educational Content - Legislation passed by the State of California requires parental permission for students to enroll in a course without educational content. Your student, with consultation from school staff, has chosen to add a class without educational content to his/her schedule. Please complete the information below, authorizing the school to add this course to your student's schedule.

Unscheduled ("free") Period

By signing below, the parent/guardian/educational rights holder or eligible student (age 18 or older) consents to this course schedule and understands that the student is enrolling in a course without educational content.

Signature of Parent/Guardian/Educational Rights Holder

Date

By signing below, the Principal/Assistant Principal has determined that the pupil will benefit from being assigned to the course period.

Signature of Principal/Assistant Principal

Date

2. Discuss with your parent/guardian and get a signature indicating permission for the requested change.

Parent/Guardian Approval Signature _____

3. Return this completed form to the Counseling Office during walk-in periods: before or after school or at lunch. Your counselor will review this request. If the change is possible, meets graduation requirements and space is available, it will be reflected in your spring class schedule in Aeries for the first day of the term.

Request not approved:

No space available

Does not follow policy

Course not offered/conflict

Reminder: Please review the Course Selection Contract that you signed for this year. It details the SDUHSD guidelines on course change requests. All changes are based on space-availability.