

TYRONE AREA HIGH SCHOOL GUIDANCE

REQUEST TO ADD/DROP COURSE FORM

Student Number:	Student Name:	Grade:	Date:
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REQUEST TO <b>ADD/DROP</b> COURSE	
Course Name to be <b>Dropped</b>	
Course Name to be <b>Added</b>	
Reason for Request to <b>Add/Drop</b> Course	
Student Signature	
Parent Signature	
Teacher Signature <b>Required for core course change request</b>	
Counselor Signature	
Date Changed in Sapphire	

Please return the completed form to the High School Counseling office. No change requests will be accepted after April 30, 2019.

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## **SCHEDULE CHANGE POLICY**

**PLEASE CONSIDER CAREFULLY THE CLASSES YOU ARE SCHEDULING. DO NOT SCHEDULE CLASSES TO BE WITH YOUR FRIENDS OR TENTATIVELY SCHEDULE CERTAIN CLASSES WITH THE THOUGHT THAT YOU CAN ALWAYS CHANGE IT LATER.**

Courses are ultimately scheduled each year based on the course requests of students. Every effort is made to match students' needs and interests in the offering of courses and programs. Once classes are scheduled, it is impossible to restructure the school's master schedule to accommodate unnecessary modifications to a student's schedule.

Schedule changes are restricted by the following guidelines:

- Computer scheduling errors take first priority.
- Requests for individual teachers or a desired lunch period will not be honored.
- Credited courses will not be dropped to add study halls without sufficient reason.
- At the beginning of the school year, schedule change requests that require a detailed re-arrangement of a student's schedule may not be possible to accommodate.
- Students removed from a course because of conduct or safety violations receive an "F" for that course.
- Students failing a full-year class may take the failing grade for the year and schedule another class if, and only if, they can be scheduled for a semester course in the second semester.

**PLEASE NOTE:** Original course requests forms signed by you and your parents must be returned to the High School Counseling Office by **March 11, 2019**. Counseling staff may choose classes for students who submit late or incomplete course requests or those without parent signatures.

**CHANGE REQUESTS WILL NOT BE HONORED AFTER APRIL 30, 2019.**