

Prince George High School

Schedule Change Request Form

According to the Prince George County Public Schools' Registration Guide (given to all students during spring registration or orientation), schedule changes were due by **June 30, 2020**.

Schedule adjustments are only allowed under the following circumstances:

1. failure of a course which is a prerequisite for a scheduled course or graduation requirement;
2. clerical error; and
3. change in a program of studies (i.e. advanced diploma to standard diploma);

Dropping a class:

1. A student who withdraws from a class after the first eight days of school will receive a "F" (failing) which are treated as a "F" when calculating the GPA.
2. A student may not drop a required course at any time.

A student may change the level of a class during the first nine weeks, although the grades earned up to the point of change will be forwarded to the next class.

No new classes may be added after the first two weeks of school.

Name: _____ Grade: _____

Reason for requesting change:

This will change student's Diploma Status **YES** **NO**

Subject to Drop:	Teacher Signature	Subject to Add:	Teacher Signature

Parent Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Counselor's Signature: _____

Date: _____

Date Received: _____ Approved: _____ Denied: _____

_____ Denied due to course conflict or course closed

**The last day to turn in a schedule change form for a new course is *September 11, 2020*.
If you have any questions, please see your School Counselor.**