

**Milford High School
SCHEDULE CHANGE REQUEST FORM**

- This is a **REQUEST** only! If the request is approved, your counselor will give you an official "Student Schedule Change" slip that all teachers involved must sign before the change is considered official.
- You must continue to attend the classes on your current schedule until you receive the official "Student Schedule Change" forms from your counselor.
- This form must be **COMPLETED IN FULL** before it will be considered. Complete and detailed information will enable the counselor to respond to you more quickly.

ELIGIBILITY NOTE: In the quarter preceding the sport season, athletes must be enrolled in and *pass* at least 5 one-credit courses or the equivalent, and have a minimum 1.5 g.p.a. in order to be eligible to participate. Contact the Athletic Department if you need additional information.

NAME _____ GRADE _____ DATE _____
COUNSELOR _____ STUDENT NUMBER _____

In order to pursue a possible Schedule Change, it is necessary to meet one of the criteria:

Yes/No

- _____ 1. You need to add a class or Study Hall to make a 7 period day.
- _____ 2. You need a subject *level* change.
- _____ 3. You are assigned to a class taught by a teacher with whom you previously failed.

Your request does not meet the above criteria, therefore a change will not occur.

PLEASE NOTE: Classes dropped after the third week of the semester will result in a failing grade that will appear on the transcript.

STUDENT SIGNATURE _____ Date _____

PARENT SIGNATURE _____ Phone Number _____
(Daytime number where parent may be reached if the Counselor has any questions or concerns.)