

# Riverview Junior High Counseling Center

## Student Schedule Change Request

The procedure for a schedule change requires the following:

1. Students and/or parents must fill out the form completely (including all signatures).
2. Students and/or parents contact the counselor to discuss if the schedule change is feasible.
3. If the change is feasible, the student will be required to pay a **\$5.00** schedule change fee in the front office and bring the receipt back to the counselor within one day for the schedule to be changed.

*Please be aware that changes may not be possible. Schedule change requests are granted to change electives, adjust level of core classes, and under extenuating circumstances. Changes can be made during the first five days of the semester.*

Student's Name: \_\_\_\_\_

Class Requested to Add	Class Requested to Drop

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_