

**Hanford High School
SCHEDULE REVIEW REQUEST FORM
2017-2018 School Year**

Deadline: Friday, September 1 by 3:00 p.m.

Schedule review request forms will not be accepted after Friday, September 1 at 3:00 p.m.
Schedule reviews will be made only for **educational reasons**.

The **criteria** for a schedule review must be one of the following:

- Incorrect placement level (i.e.—Student does not have the required prerequisite.).
- Student has already successfully completed class.
- Student failed a class prior semester & needs adjustment for graduation.
- Missing a class for graduation requirement.
- Incomplete schedule (list recommended classes below).

If you are requesting a change, the following must be completed or the request will be DENIED:

- Check the reason for review.
- If you did not turn a course request sheet in the spring, you will not be able to change your courses.
- State alternate placement being requested.
- You must have a *parent signature* and phone number.

PERIOD	DROP CLASS	ADD CLASS	CHECK REASON FOR REVIEW	*APPROVED
			<input type="checkbox"/> Incorrect placement level <input type="checkbox"/> Student has already successfully completed class <input type="checkbox"/> Student failed class & needs to retake for graduation <input type="checkbox"/> Missing a class for graduation requirement <input type="checkbox"/> Missing a class from schedule	YES / NO _____ Counselor's Initials
			<input type="checkbox"/> Incorrect placement level <input type="checkbox"/> Student has already successfully completed class <input type="checkbox"/> Student failed class & needs to retake for graduation <input type="checkbox"/> Missing a class for graduation requirement <input type="checkbox"/> Missing a class from schedule	YES / NO _____ Counselor's Initials
	Counselor Notes			

Print Student Name: _____ Date: _____

Student ID# _____ Grade: _____

Student email _____

Student phone number _____

Student Signature _____

Parent Signature _____ (REQUIRED)

Parent Email _____ (REQUIRED)

Parent Daytime Phone Number: _____ (REQUIRED)