**Schedule *Change* Request Form or**

**Schedule *Correction* Request**

**Directions:** Please *print* the following information. Requests may be given to any teacher, counselor or front office personnel.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am requesting that a change be made to my schedule.

\_\_\_\_\_\_\_\_\_\_\_ CHANGE OF ELECTIVE \_\_\_\_\_\_\_\_\_\_\_\_ POSSIBLE MISTAKE \_\_\_\_\_\_\_\_\_\_\_\_ OTHER CHANGE

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Reason for change:

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

**NOTE: Administrative approval may be necessary.**

Grade-level guidance counselors may be reached by phone or e-mail at the numbers/addresses listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Counselor | Phone | E-Mail |
| 6 | Mrs. Panetta | (352)797-7075 ext. 219 | panetta\_a@hcsb.k12.fl.us |
| 7 | Mrs. Panetta (A-I)  Ms. Hanlon (J-Z) | (352)797-7075 ext. 219  (352)797-7075 ext. 217 | panetta\_a@hcsb.k12.fl.us  hanlon\_k@hcsb.k12.fl.us |
| 8 | Ms. Hanlon | (352)797-7075 ext. 217 | hanlon\_k@hcsb.k12.fl.us |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Official Use Only**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denied

Administrative/Guidance Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_