



SCHEDULE CHANGE REQUEST FORM

Student's Name LAST FIRST ID NUMBER

***** ATTENTION STUDENTS *****

READ THE FOLLOWING ITEMS CAREFULLY!

- Changes will only be granted for one or more of the following reasons:
- You have already taken the course and received credit
- You are missing a course required for graduation
- You are moving to another athletic course or P.E.
- You are changing endorsements (a meeting with your counselor and parent is required)
All requests for a schedule change must have all required signatures and a detailed reason for the change should be included.
The deadline to turn in a schedule change request form is TBD each semester.
Schedule changes are subject to class availability. A request may not be granted due to conflicts and/or class size.
Follow your current schedule until you are notified by your counselor.
Requests will be reviewed within 2 school days.

I am requesting the following schedule changes(s):

DROP COURSE

ADD COURSE

Course Name Course # Course Name Course #

THE REASON FOR SCHEDULE CHANGE (BE DETAILED)

Parent's Signature Date Parent's Daytime Phone#

Student's Signature Teacher's Signature

Assistant Principal Signature Date

RETURN THIS COMPLETED FORM TO THE COUNSELOR SUITE

OFFICE USE ONLY:

GRANTED DENIED

Reason

Counselor's Signature Date

Fort Bend Scheduling Guidelines

Fort Bend ISD is pleased to be able to offer a wide variety of programs and courses for our students. Master schedules change from year to year and are developed in the spring prior to the upcoming year based on courses requested by students. Selections made during course registration indicate how many teachers and sections will be needed for a course. This process allows administrators to plan and to hire for optimum academic strength. When students are permitted to randomly change schedules, teachers and classrooms are not effectively utilized. As a result, all students are affected. Very seldom does a single course change affect only one course. Careful selections benefit everyone.

ONLINE COURSE SELECTION

- Parent and student informational meetings were held during spring registration.
- Students were guided through course selection during classroom presentations by counselors.
- Students who did not submit a Course Selection Worksheet and/or do not register online had a schedule arranged for them by their counselor according to their academic needs and/or graduation plan. (This may also apply to students who selected a course that is not available for the following year on their campus.)

CHANGE DATES (after online course selection in the spring)

- The last day for students to make changes to the courses they selected was early June.
- No elective course changes will be made after early June.
- A student who does not submit course selections electronically online via Skyward Family Access and does not submit a Course Selection Worksheet by the last day of the school year will not be eligible for a schedule change.

GUIDELINES FOR CHANGES

Schedule Pick-up Through First Week of School

During schedule pick up and through the first week of school, only the schedule changes listed in this section will be considered. No elective changes will be made. Learners must submit a Schedule Change Request Form at their campus for any of the following issues:

End of First Three Weeks

Requests to level down will be considered after the first three (3) weeks of school and only if space is available in the new class. No elective changes will be made. Learners must complete and submit a Level Change Form and complete the level change process. Level changes will be approved based on local policy and any procedures included in the program guide. The grade earned in the current class will be the grade the learner begins with in the new class. Requests for same level moves such as a move to a different teacher or class period will not be approved.

End of First Semester

At the end of the first semester, requests to level down for the spring semester will be considered if space is available in the new class. No elective changes will be made. Learners must complete and submit a Level Change Form. The grade earned in the current class will be the grade posted to the first semester transcript at the level earned (i.e. Pre AP, AP). If a level down is approved for the second semester, that semester's grade would be posted at the appropriate level. Requests for same level moves will not be taken, such as a move to a different teacher or class period.

A Second Semester, One-Semester Course

For a one-semester course that begins second semester, a level down request will be considered after the third week of the class if space is available in the new class. No elective changes will be made. Students must complete and submit a Level Change Form and complete the level change process. Level changes will be approved based on local policy and any procedures included in the program guide. The grade earned in the current class will be the grade the student begins with in the new class. Requests for same level moves will not be approved without extenuating circumstances

