

FBISD Level Change Request Form 2025-26

Name:	ID#
Counselor:	Grade:
Change From:	Change To:
Current Grade in Class:	
Reason for Change Request:	

Level down requests will be considered:

Fall Semester: between 9/03/2025-10/31/2025

Spring Semester: between 1/29/2026-3/31/2026

Teacher Section: The following must be completed for a student to request a level change

Student, parent, and teacher conference

- Date of conference: ____
- Teams: _____
- In Person: ____
- Phone call: ____
- Reviewed level change policy with parent and student: _____

Success plan

- Planned and communicated with student and parent on: _____
- First monitoring meeting: _____
- Second monitoring meeting: _____

Tutorials:

- Tutorial date 1: ____
- Tutorial date 2: ____
- Tutorial date 3: ____

Student has completed all assignments: ____

Counselor Section: The following must be completed for a student to be granted a level change

Is the student

SPED : YES/NO

- Meet with Case Manager
- Were all IEP accommodations and/or modifications followed

504: YES/NO

- Were all IEP accommodations and/or modifications followed

EB: YES/NO

- Meet with LPAC Administrator
- Were all linguistic accommodations followed

GT: YES/NO

- Meet with GT campus counselor or Secondary GT Program Manager (District)
- Will dropping the course cause a loss of GT services
- Does the student need to be furloughed?

Is the student on track to graduate without the course? YES/N

We understand that any course movement is binding for the semester, based on available space in classes, and that other class periods, teachers, and lunches may change in order to accommodate the level change request.

Student Signature:	Date:
Parent Signature:	Date:
Teacher Signature:	Date:
Department Head Signature:	Date:
Counselor Signature:	Date:
SPED Case Manager (if applicable):	Date:
LPAC Administrator (if applicable):	Date:
AP Signature	Date:
Scheduled Change Completed on:	

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SCHEDULE CHANGES Process from the Student Parent Handbook

Fort Bend ISD is pleased to be able to offer a wide variety of programs and courses for 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 effectiveness. 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.

Student Schedule Change Information:

- Student initiates requests for course changes and must be submitted in writing.
- Approval of schedule changes is contingent upon course availability and alignment with students' personal graduation plan.
- An administrator, school Counselor, or teacher shall inform students of deadlines and requirements for dropping courses or changing schedules, as well as the ramifications of such a decision
- Drops or changes occurring during the semester's nine (9) day grace period will not be shown on the student's record.
- A change of mind, failure to obtain outside tutorial support, requests for a different teacher, dropping or changing a course to improve GPA, unsatisfactory academic performance, requests to be scheduled with friends, and stress/anxiety not documented by a physician are not compelling circumstances.

Students may submit a request to drop a course via writing to the school counselor for the following instances:

During the first nine days of the semester, both fall and spring if:

- There is a data entry error or
- Student does not meet prerequisites for the course or
- Was not placed in appropriate level or
- Needs a different class to graduate or
- Change in program (band, orchestra etc.) or
- Previously failed course with the same teacher or
- IEP or 504 was amended

After the nine-day grace period if:

- there is a data entry error or
- student does not meet prerequisites for the course or
- was not placed in appropriate level or
- needs a different class to graduate or
- change in program (band, orchestra etc.) or
- previously failed course with the same teacher or
- IEP or 504 was amended or

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- extenuating circumstances which require administrator approval. An example of an extenuating circumstance would be a medical issue that would necessitate a change to a student's schedule in the interest of their personal health and wellbeing. Documentation from the student's physician would be required prior to adjusting a student's schedule

Students may submit a request via writing to the counselor to drop a level in AAC, AP, and/or OnRamps coursework for the following reasons after the first 3 weeks of school:

- Leveling down is contingent of available space in the requested course.
- If the student levels down from a weighted class to a non-weighted class, the exact grade from the weighted class shall transfer to the on-level course with no grade adjustments.
 - In the case of failing grades, teachers may assign alternative assignments in order to fulfill a grade change of up to a 70.
- Student has a class average below a 75.
- Requests for those with a 75 or higher with the intent to improve their GPA will not be approved.
- The following must be completed prior to submission of a level down form.
 - Student, parent, and teacher conference via TEAMS or in person,
 - A success plan created, attempted, and monitored
 - Student must attend a minimum of 3 tutorials
 - Student must complete all assignments