

**ROSLYN HIGH SCHOOL  
2019-2020  
REQUEST FOR SCHEDULE CHANGE**

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**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_ **Counselor:** \_\_\_\_\_

If you are requesting a schedule change, this form must be completed and returned to the Counseling Center immediately. Forms will be stamped by date of receipt and will be addressed accordingly. **Please note that schedule change requests will only be considered upon completion of this form. This will be your only opportunity to change your schedule. Only those changes, as a result of a course failure, will be made during the summer or in the fall.** Phone and e-mail requests will not be honored.

Please circle the type of schedule change you are requesting.



<b>◇ Schedule Error</b>	<b>◇ Level Change Request</b>	<b>◇ Elective Request/Change</b>
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Change 1: Drop: \_\_\_\_\_

Add: \_\_\_\_\_

Change: 2 Drop: \_\_\_\_\_

Add: \_\_\_\_\_

**Contact Information**

*In the event that you need to be contacted by your counselor, please fill in the e-mail address and phone number where you can be most easily reached below:*

**Parent Signature** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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1. A **scheduling error** is defined as the following:
  - The omission of an academic course or error in the scheduled course level.
2. If you are requesting a **level change**, you must indicate the request in the **Drop/Add** section above.
3. Every effort has been made to honor your **elective requests**. If you requested an elective that does not appear on your schedule, it was because it would not fit into your schedule.

**Please note the following:**

- *Counselors are prohibited from honoring any requests in reference to teachers, lunch periods, or free periods.*
- All changes are made on a space available basis.
- This schedule change may result in a subsequent modification of your schedule.
- The Director of Guidance must approve all changes.

Your counselors are making every effort for a seamless transition to the 2019-2020 school year. Your patience and support during this time are appreciated. We look forward to a wonderful school year.

**THANK YOU!**