

**ROSLYN HIGH SCHOOL 2023-2024
REQUEST FOR SCHEDULE CHANGE**

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: This will be your only opportunity to change your schedule. No changes will be made after 10/20/23 except to drop an AP elective. Phone and e-mail requests will not be honored.**

Please circle the type of schedule change you are requesting.

◆ Level Change Request	◆ Elective Request/Change
-------------------------------	----------------------------------

Change 1: Drop: _____ Textbook Returned: _____
Add: _____
Teacher Signature _____

Change 2: Drop: _____ Textbook Returned: _____
Add: _____
Teacher Signature _____

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 _____

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 2023-2024 school year. Your patience and support during this time are appreciated. We look forward to a wonderful school year.

THANK YOU!