

# Roslyn High School

## Schedule Verification – Request for Schedule Change

### 2025-2026

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

If you are requesting a schedule change, this form must be completed and emailed to the Counseling Center at [HSGuidanceScheduling@roslynschools.org](mailto:HSGuidanceScheduling@roslynschools.org). Forms will be stamped by date of receipt and will be addressed accordingly. **This is your only opportunity to change your course requests.**

*Please note: Phone and email requests made directly to your counselors will not be honored.*

**Please place a check mark next to the type of schedule change you are requesting.**

☐ Schedule Error

☐ Elective Request/Change

Change 1: Drop: \_\_\_\_\_

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

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

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

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

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

e-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- .....
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. **The same applies for your 1<sup>st</sup> choice physical education course.**
    - For example, students who requested PE Yoga or PE Extreme may have been placed in standard PE if their preferred option did not fit.

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 and School Counseling, K-12 must approve all changes.

Your counselors are making every effort for a seamless transition to the 2025-2026 school year. Your patience and support during this time are greatly appreciated. We look forward to a wonderful school year!