

Fort Zumwalt East High School Course Change Request

Each spring students have the opportunity to work with counselors to request courses for the upcoming school year. The master schedule is created and staffing is determined for the school year based upon these student requests. Students may occasionally desire to request a change in the courses they have selected; however, once the master schedule has been finalized and staffing determined for the school year, course changes are approved on a limited basis and only in certain situations.

Requesting a course change does not guarantee that a change will be made. Many factors will be considered, including class sizes and class size balances, before requests can be granted. Requests for course changes will most usually be approved when a student a) lacks a prerequisite for a course that is on his/her schedule; b) needs a course to meet graduation requirements; or, c) needs to add a course to fill an incomplete schedule. Course change requests for other reasons will be individually considered, but approval is on a limited basis and is not guaranteed.

A student has the option to drop a course and enroll in a Study Hall if he/she does not have a Study Hall. Careful deliberation should be taken when considering this option, as no credit is earned for Study Hall. A student may enroll in no more than one Study Hall course per semester. Students participating in interscholastic activities should be aware that Missouri State High School Activities Association (MSHSAA) eligibility requirements include, in part, students being enrolled in six credit-bearing courses (3 credits) for the current semester and earning passing grades in six credit-bearing courses (3 credits) the previous semester. Students should check to ensure that their request for a course change does not jeopardize their MSHSAA eligibility.

Student Name: _____

Grade Level: _____

School Year: _____

Semester: _____

****Teacher and assistant principal's signatures are needed for any weighted class you wish to drop.***

I am requesting to drop the following course _____

I would like to add the following course _____

*Teacher Signature _____

Specific reason for this request: (must be filled out before obtaining teacher' and principal's signature)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*Asst. Principal Approval: _____ Date: _____

ALL SIGNATURES MUST BE COMPLETE ON THE FORM BEFORE SUBMITTING IT TO THE COUNSELING OFFICE.