



# KWHS Schedule Change Request

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

## Priority Schedule Change Request (please circle below) OR

**Personal Preference Change Request**  
requests to change lunch will NOT be done

- Empty Block or Study Lab
- Conflict with Casper College Class
- Course completed in summer school
- Course is wrong level or missing pre-requisite for course
- Missing core class (grades 9-11)
- IEP/504 required

### Semester 1

BLOCK	DROP COURSE	ADD COURSE	
		First choice	Second choice
1			
2			
3			
4			
5			

### Semester 2

BLOCK	DROP COURSE	ADD COURSE	
		First choice	Second choice
1			
2			
3			
4			
5			

I am aware of graduation requirements & Hathaway Scholarship requirements.  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I am aware of graduation requirements & Hathaway Scholarship requirements. I approve the above requested schedule changes.  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I plan to participate/compete in sports/activities and have spoken to the Activities Office about courses, credits, GPA needed for eligibility for the 2017-2018 school year.  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

If adding "No Scheduled Class" must have 2.0 GPA (grade 11 & 12 Only) Administrator Signature \_\_\_\_\_

If adding Student Aide must attach completed Student Aide Form. \_\_\_\_\_

Office Use Only:

Date Entered in Computer \_\_\_\_\_ Entered by \_\_\_\_\_