



Liberty High School
Guidance Department
Schedule Change Request Form



Student Name:	Grade:	Counselor:
Home Phone Number:	Student Cell Number:	Date:

Please list the class(es) that you would like to drop & what you would like to substitute it for:

DROP:		ADD (see reverse for TA/Tutor):	
Period	Class	Period	Class

Note for your Counselor about requested change:

PLEASE READ & INITIAL THE FOLLOWING:

**Parent
Initials**

Course Fees:

It is the student's responsibility to check with the Bookstore within 5 days of a schedule change to have any fees they have paid moved to another class/semester, get an application for refund, or have the fee dropped from their student account if they did not pay for the course yet.

Withdrawing from a Course:

Freshman, sophomores, and juniors must maintain a full schedule with no release periods. Seniors must maintain progress toward high school graduation. Student athletes should ensure their course load meets district eligibility requirements. Any withdrawal prior to the 20th day (8th day in a nine-week class) will not show on the transcript. Any student who withdraws after the 20th day (8th day in nine-week course) will receive a grade of "W", if passing the course, or an "F" if failing the course. The W or F will be posted to the transcript. Students who receive a F will be ineligible for extra-curricular and AIA participation for the remainder of the semester and the F will be factored into their GPA and class rank. Requests for class withdrawals will not be allowed after the 50th day of the semester or 20th day in a nine-week class. Dropped classes may be retaken and the higher grade will be used for Grade Point Average purposes. Parent approval must be in writing with the understanding that replacing a dropped class with a student assistant position will negatively impact a student's class rank.

Course Level Placement Changes:

*Students who request an AP course, IB course, or Honors course are accepting the rigor that comes with these advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes before the 5th day of class and after the 20th day of class. Students must request the level change in writing and receive parent and teacher permission to do so. **If approved, all earned grades will transfer to the new class.** Students may request a level change from a regular level course to an honors level course within the first 10 days of the semester, provided there is enough data that such a change is merited, and parent and teacher permission is obtained. Level changes will occur only if seats are available in the requested course.*

We have read and understand how this schedule change will impact me/my student.

Student's Signature _____ **Date** _____
Parent's Signature _____ **Date** _____

*In addition to completing the front of this schedule change form,
please fill out the following if your request involves a TA or TUTOR.*

Student Assistant (T.A.) - Juniors & Seniors Only

Class/Teacher to be a Student Assistant for:	Period	Term/Semester	Room#
Teacher's Signature Required:		Term 1 2 3 4 Semester 1 2	

Please read the statements below and sign to agree. We understand that:

- A Student Assistant earns (.5) credit per semester (.25 *per quarter*), rather than a full (1) credit.
- The grade for Student Assistant grade will be pass/fail. This class and credit will **not** count for GPA or class rank.
- Since it is P/F and not a full credit, class rank will negatively be affected.
- If needed, it will be the student's responsibility to replace lost credit(s) through summer school, community service, or some other means. Failure to do so may lower student's class rank.
- Student must check with Guidance Counselor for credit status and approval to move to a TA position.

Student Signature:	Date:
Parent Signature:	Date:
Counselor Signature:	Date:

Tutor – Juniors & Seniors Only

Class & Teacher to be a Tutor for: _____	Period	Term/Semester	Room#
Previous Grade in class: _____ (<i>required</i>)			
Teacher's Signature Required: _____		Term 1 2 3 4 Semester 1 2	

Student tutor requirements:

- Must be a junior or senior and on track to graduate.
- **MUST have received an "A" in the class for which you are tutoring** (*see approved list below for classes that are approved to have a tutor*)

In order to receive a tutor credit, the student must:

- Keep a daily log/journal of how you assisted students in class and turn in to your teacher at the end of the semester.
- Prepare a final report that includes a minimum of 1-2 typed pages describing your tutoring experience, what you have gained personally, and how this will help you with your future plans.
- Adhere to and be accountable for all school rules and policies. This includes being in class on time and adhering to cell phone policies.

Approved Courses for Tutoring credit:

- | | |
|---------------------------|----------------------------|
| ___ English Essentials | ___ Spanish I/II |
| ___ Algebra I | ___ Am. Sign Language I/II |
| ___ Geometry | ___ Culinary Classes |
| ___ Algebra II | ___ Photo I |
| ___ College Algebra | ___ Art I |
| ___ College Math | ___ Ceramics I |
| ___ Financial Algebra | ___ Dance classes |
| ___ Pre-Calculus | ___ Engineering I |
| ___ Brief Calculus | ___ Sports Medicine |
| ___ Biology | ___ ABLÉ classes |
| ___ Chemistry | |
| ___ Environmental Science | |
| ___ Physics | |
| ___ Earth Space | |
| ___ Human Physiology | |

Student Signature:	Date:
Parent Signature:	Date:
Counselor Approval:	Date: