



## Peoria Unified School District Schedule Change Request/Withdraw Form

|                           |                             |                   |
|---------------------------|-----------------------------|-------------------|
|                           |                             |                   |
| <b>Student Name:</b>      | <b>Grade:</b>               | <b>Counselor:</b> |
|                           |                             |                   |
| <b>Home Phone Number:</b> | <b>Student Cell Number:</b> | <b>Date:</b>      |
|                           |                             |                   |

### PUSD WITHDRAWAL GUIDELINES

- Freshman, sophomores, and juniors must maintain a full schedule with no release periods. Seniors must maintain progress toward high school graduation. Seniors that are student athletes must enroll in 3 courses semester one and maintain progress toward graduation semester two.
- Any withdrawal prior to the 20<sup>th</sup> day (8<sup>th</sup> day in a nine-week class) will not show on the transcript.
- Any student who withdraws after the 20<sup>th</sup> day (8<sup>th</sup> 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 50<sup>th</sup> day of the semester or 20<sup>th</sup> day in a nine-week class.**
- Students may not add a course that has been in progress for 5 days or more. See the counselor for course options.
- Student Athletes - dropping a class credit after 20 days may affect athletic eligibility under **No Pass/No Play regulations**.
- **Class fees and schedule changes** – 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 a refund, or have the fee dropped from their student account if they did not pay for the course yet.

| COURSE TO WITHDRAW FROM: |       | COURSE TO ADD (see reverse for TA/Tutor): |       |
|--------------------------|-------|---|-------|
| Period                   | Class | Period                                    | Class |
|                          |       |   |       |
|                          |       |   |       |

**If the change is being made after the 20<sup>th</sup> day (8<sup>th</sup> day in a 9-week course), the teacher must sign below and list student’s current grade.**

**Percentage Grade:** \_\_\_\_\_ **Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Counselor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Office Use Only:  
 After the 20<sup>th</sup> day in a semester or 8<sup>th</sup> day in a term – copy to Records Specialist, “W” or “F” to post at end of term/sem.  
 Records - Initial and date when complete.

*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 and Seniors Only**

|   |        |                              |       |
|---|--------|------------------------------|-------|
| Teacher/Class to be a Student Assistant for (please print): | Period | Term/Semester                | Room# |
| Teacher's Signature Required:                               |        | Term 1 2 3 4<br>Semester 1 2 |       |

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

- We understand that the Student Assistant earns .5 credit per semester or .25 for a term rather than a full credit.
- We understand that the grade for Student Asst will be pass/fail. This class and credit will not count for GPA or rank.
- We understand that because the student will earn less than 8 credits per year, 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 will lower student's class rank.
- We understand that per district procedures, a student has 20 days in a semester course each semester and 8 days in a term course to drop a class. The dropped class will not show on the transcript if it is dropped prior to this date.

|                    |       |
|--------------------|-------|
| Student Signature: | Date: |
| Parent Signature:  | Date: |

**Tutor - Juniors and Seniors Only**

|   |        |                              |       |
|---|--------|------------------------------|-------|
| Teacher/Class to be a Tutor for (please print): | Period | Term/Semester                | Room# |
| Teacher's Signature Required:                   |        | Term 1 2 3 4<br>Semester 1 2 |       |

**Student Tutor Requirements:**

Credits post as 1 credit for a semester course and .5 credit for a Term course. Student Tutors must assist students in class daily, keep a journal of their time daily to submit to their teacher, and turn in a one-page paper at the end of the semester/term to the teacher to earn a letter grade for the course. The following courses are the only classes available to tutor and student tutor must have earned an A in the course (or an honors level of the course).

**Math Courses:** Algebra I, Geometry, Algebra II, Financial Algebra, College Algebra, College Mathematics, Pre-Calculus

**Science Courses:** Biology, Chemistry, Environmental Science, Physics, Human Physiology, Earth/Space

**World Languages (any level):** Spanish, ASL

**English Essentials** (The only English course available for Tutoring, must have strong English grades).

**Electives:** Photo I, Ceramics I, Art I, Beginning Dance

**Special Program Classes (ABLE or ARISE):** "A" grade not necessary, but must have permission from counselor and teacher – preferably a member of Club Unify

**\*\*Other classes not listed will need Admin approval \_\_\_\_\_**

|                    |       |
|--------------------|-------|
| Student Signature: | Date: |
| Parent Signature:  | Date: |

|  |                        |
|--|------------------------|
| Office Use Only:                         |                        |
| Counselor Signature:                     | Date Schedule Changed: |
| Lead Counselor Initial – Section Created | Section #              |