

## Lincoln Park Academy Schedule Change Request Form 2020-2021

Name (Print legibly):	High School
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### **Schedule Adjustment Policy**

Master schedules have been prepared based on graduation requirements and student requests from spring registration 2020. We have worked to provide schedules that maximize opportunities for student achievement. Due to enrollment numbers, class size reduction, and block scheduling, some courses may have been dropped from the master schedule. At times, conflicts do occur in students schedules; School Counselors and Administrators try their best to accommodate student requests, but some are not possible (i.e.-2 classes only offered the same class period). Graduation requirements take priority over all other requests.

Because extra space in individual classes is not usually available at this time, schedule adjustments are very limited. Changes will be made for the following reasons **ONLY**.

1. The student was placed in the wrong class.
2. The student has already received credit in the course.
3. The student has not completed the prerequisite for the course.

**For instructional reasons, students will only be moved from a larger class to a smaller class. Changes will not be made for specific teacher requests, specific period requests or transportation or work issues. Please do not submit these requests as they will not be honored.**

### **Directions:**

1. Complete this form and email it to your counselor by September 3, 2020.  
 Ms. Matthews A-G, Cynthia.Matthews@stlucieschools.org  
 Ms. Christie H-M, Tammie.Christie@stlucieschools.org  
 Ms. Allen N-Z, Cheryl.Allen@stlucieschools.org
2. Once you have submitted your schedule change request form, you are agreeing to follow the new schedule if it is adjusted.
3. Schedule change requests will be processed on a first-come first serve basis starting August 25, 2020. The **FINAL DAY** to submit a schedule change request form is **September 3<sup>rd</sup> @ 3:00pm NO exceptions.**
4. List **necessary** schedule change request(s) and the reason(s) (See acceptable reasons above).
5. Be specific in your request. List requests in order of priority.

### **CHANGE REQUESTED:**

#### **Priority #1**

Request	
Reason	

#### **Priority #2**

Request	
Reason	

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

( ) Approved ( ) Not Approved Counselor's Signature: \_\_\_\_\_