

## OASIS HIGH SCHOOL REQUEST FOR SCHEDULE REVIEW/CHANGE

When you have completed this form, ***and your parents have signed this form***, please return it to the ***front office***. This form must be complete and signed by the parent to be considered. A completed schedule change request form does not guarantee a change. Only necessary schedule changes will be considered. **Please be aware that wanting to be with friends, changing the order of your classes for personal preference, lunch schedule, or teacher preference is not a reason for a schedule change request.**

ID#	LAST NAME	FIRST NAME	GRADE
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E-mail address

**Review your schedule and complete this form for one or more of the following reasons:**

1. There is a blank period on your schedule.
2. You are missing a required course.
3. You are repeating a course that you have already passed.
4. You have not taken or have not passed a pre-requisite course.

**Write a brief description of your situation and the reason that you are requesting the change if needed.**

Reason: Circle one (from list above):            1            2            3            4

Course to be dropped: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                                 Course                      Period                 Teacher

Course to be added: \_\_\_\_\_

Other (explain if needed): \_\_\_\_\_

Alternate choices in case the course you want is not available.

- 1.
- 2.

**Write a brief description of your situation and the reason that you are requesting the change if needed.**

Reason: Circle one (from list above):            1            2            3            4

Course to be dropped: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Course                      Period                      Teacher

Course to be added:

Other (explain if needed): \_\_\_\_\_

Alternate choices in case the course you want is not available.

- 1.
- 2.

**Student Signature** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE**

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Request denied: \_\_\_\_\_ Request approved: \_\_\_\_\_ Date: \_\_\_\_\_

An appointment has been scheduled with Ms. Show, Room 126 at (time/date)\_\_\_\_\_

An appointment has been scheduled with Mr. Hennig, Room 124 at (time/date)

Please report to guidance at the assigned time to discuss your request. **Do not** report unless called.