

Course Change Procedure

1. Using the course change form available in the Counseling Center, students should obtain written approval for the change(s) from the teacher(s), parent, and counselor.
2. The completed form should be returned to the Counseling Center
3. Once the change has been completed, students may pick up a copy of their new schedule in the Counseling Center .
4. Schedule changes will be made in a manner that best suits overall class size.