

CLASS CHANGE REQUEST FORM

Student Name _____ Grade _____ Date _____
 Phone _____

Policy: Springville Junior High School's master schedule of classes is determined by student course requests, which are made during class selection in February and March. Students are expected to remain in the classes they select at class selection. With this in mind, carefully select your courses.

Any changes made will require a \$5 class change fee. **Generally, teacher-to-teacher transfers will not be approved.** After the first week of the new semester, class change requests will only be considered for one of the following reasons:

- Academic misplacement, i.e. student has chosen the wrong level of class, or has chosen a class without meeting the prerequisite. A parent / student / teacher meeting is required before academic misplacement class changes can be made. If parent / student / teacher agreement is not reached, the student may submit an appeal form, as described below.
- Missing an academic class, i.e. student is missing a required core class such as English, history, math, or science.

Class changes requested for any reason other than the above will need to be made with an official appeal in writing to the Class Change Appeal Committee made up of administrators and counselors. The forms for the appeal process are in the counseling office. **Prior to submitting a class change request form, there must be communication between the parent and the teacher whose class the child would like to transfer out of. Class changes will not be discussed by the appeal committee if communication between the parent and teacher has not occurred.** Members of the appeal committee will also discuss the change with the teacher in question. If a class change is granted by the committee, it will be based on class availability and made with the least impact to the student's schedule. Decisions made by the Class Change Appeal Committee are final.

Student:

Please indicate what class change you are requesting.

What are the reasons for requesting this change?

Parent: Do you agree with this request? _____ Why or why not? _____

Parent Signature _____

Student Signature _____

Fees: A \$5.00 class change fee must accompany this application. If you are changing to any *Art, Music, Foods, or Science Enrichment* class, there will be an additional class fee for classroom materials and supplies.

Many of our teachers have full classes, therefore, honoring requests is difficult and sometimes impossible. If we are unable to accommodate your request, your fee will be refunded.

Committee Action: Request Denied: _____ Explanation:

Request Approved: _____ Amount of Fees Paid: _____ Fees to be refunded: _____
(The finance office will refund fees by mail)