

# ETHS REQUEST FOR COURSE CHANGE

All students at ETHS have the opportunity to request their own courses for the following school year in December. Students participate in resource lessons to fill out an academic plan and input those requests in Xello. They then meet with their school counselor to confirm their class request for the following year and make sure it aligns with their postsecondary career pathway. Once the final schedule is complete and should a student and parent/guardian request a change, this form must be submitted with a parent/guardian signature to the ETHS Counseling Office.

**ACCORDING TO ETCSD BOARD POLICY:** If you are requesting to ADD a course, the request must be received prior to the 5th day of the trimester. Consideration for such requests will be given if the course requested is offered during a period that the student has a study hall or an open period, and the course being requested is not filled. Please note online courses may be added at any time, pending administrative approval.

**ACCORDING TO ETCSD BOARD POLICY:** If you are requesting to DROP a course, it can be dropped without denotation on a transcript prior to the 11th day of the trimester. Beginning on the 11th day of the trimester, and prior to the status deadline (6 week grade check), a course can be removed with a "W" for withdrawal denoted on the transcript. After the status deadline (6 week grade check) all courses being dropped will receive a final grade of F for the class. The failing grade will become part of the student's permanent record.

- Dropped prior to the 11th day on the trimester - No denotation on transcript
- Dropped on the 11th day or prior to 6 week grade check- "W" for withdrawal denoted on the transcript
- Dropped after 6 week grade check- Receive final grade of "F" for the course denoted on transcript

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**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

Request to ADD

Course Title: \_\_\_\_\_ **Trimester** \_\_\_\_\_

Request to DROP

Course Title: \_\_\_\_\_ **Trimester:** \_\_\_\_\_

Reason for requesting this change (select one):

- Class is added prior to the 5th day of the trimester in place of a study hall
- Student has an incomplete schedule and needs additional courses
- A change is needed to meet a graduation or post-secondary admission requirement
- Student did not meet prerequisite(s) for the course- ex. did not complete required summer work for AP courses

Student Signature \_\_\_\_\_ **Date** \_\_\_\_\_

Parent Signature \_\_\_\_\_ **Date** \_\_\_\_\_

Drop Teacher Signature \_\_\_\_\_ **Date** \_\_\_\_\_