



James S. Rickards High School 2023 - 2024 Schedule Correction Form

Name: _____ Date: _____ Cohort: _____

Student Cell Phone: _____ Student ID Number: _____ Student e-mail: _____

Course offerings and the number of classes offered were determined based upon each student's course registration. As a result, there is limited opportunity to change student schedules. Schedule corrections will only be considered under specific circumstances as outlined below.

If you are concerned about academic scheduling, these issues will be addressed after all new students have been registered. If you have a schedule, please follow your schedule until you have been provided a new one. In order to ensure that students receive expedient responses, we will utilize the below process:

1. Students are required to complete the Schedule Correction Form. Schedule concerns will not be handled via phone call or email at this time nor are counselors available to discuss changes. A hard or electronic copy (rhs.guidance@leonschools.net) of the Schedule Change Form is due by **Wednesday, August 16, 2023**.
2. Your counselor will process your request as soon as possible. If you do not receive a new schedule by **Friday, August 25, 2023**, your request **has not** been granted.

Thank you for your participation in this process. We look forward to working with you throughout the school year.

Schedule corrections may be approved for the below reasons:

- Remediation requirements according to state law
- Transcript review
- Schedule conflicts

Schedule changes will **not** be approved for the below reasons:

- Parents requesting certain teachers
- Student has changed his/her mind about elective classes
- Order of classes
- Student requests to lighten his/her academic load
- Incomplete or unreturned course requests

Period	Old Course (Name/Number)	Requested Course (Name/Number)	Reason
1			
2			
3			
4			
5			
6			
7			

Note: The requested change(s) may result in other class periods being altered. Every effort will be made to make as few changes to students' schedules as possible.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Parent Name / Contact Information: _____

Counselor's Signature: _____ Date: _____

Approval: APPROVED
 DENIED(Reason _____)

Counselor's Notes: _____

Guidance Department Head Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Forms MUST be returned to the Front Office or via email (rhs.guidance@leonschools.net) by 08/16/2023.