

HILLSBOROUGH HIGH SCHOOL – IB PROGRAM

COURSE CHANGE REQUEST

All information and signatures must be completed before request will be proceed:

Name: _____ Homeroom Section: _____ Date: _____

District Student# _____ or Social Security # _____

CHANGES ARE NOT GRANTED FOR:

Teacher Preference

Change of mind (reviewed but not priority)

Please note: When dropping and adding semester course, 2 semester's courses = 1 year long course.

Reason: _____ Need course for graduation

_____ Passed course in summer school

_____ Need to make up course

_____ Already have credit in this course

_____ Need academic course

_____ Need change for IB diploma

Course Change:

Drop

Add

RETURNING THIS REQUEST TO THE IB OFFICE DOES NOT GUARANTEE A SCHEDULE CHANGE WILL BE MADE. THIS IS JUST A REQUEST

Student Signature: _____ Parent signature: _____

STATUS OF COURSE CHANGE REQUEST

_____ Approved

_____ Disapproved

_____ Please see me

regarding this change

_____ Dropping/Adding _____ requires teacher input and signature to be completed below.

Teacher comments:

_____ Teacher Signature: _____

Counselor Signature: _____ Date: _____

Comments: _____

SCHEDULE CHANGE PROCEDURE

1. Complete and submit schedule change request.
2. Elective changes will only be honored if:
 - a. Student has already received credit for the course.
 - b. If primary and alternative choices do not fit into the IB Schedule.

SCHEDULE CHANGES WILL BE PRIORITIZED IN THE FOLLOWING ORDER

1. Students without schedules.
2. Students scheduled into dump study halls.
3. By grade level beginning with seniors.

STUDENTS WILL RECEIVE SCHEDULE CHANGES IN THEIR HOMEROOM. IF QUESTIONS ARISE REGARDING SCHEDULE CHANGE REQUEST, STUDENTS WILL BE CALLED INTO THE IB GUIDANCE OFFICE.

PLEASE UNDERSTAND THAT IN ORDER TO EXPEDITE ALL SCHEDULE CHANGES, MS. DICUS WILL NOT BE AVAILABLE FOR APPOINTMENTS UNTIL THE MAJORITY OF SCHEDULE CHANGES HAVE BEEN PROCESSED.

OUR PRIORITY IS TO HAVE ALL STUDENTS APPROPRIATELY SCHEDULED.

THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING.

PLEASE SEE THE IB SECRETARY IF YOU HAVE ANY QUESTIONS.