



**Liberty High School**  
Guidance Department  
Schedule Change Request Form



<b>Student Name:</b>	<b>Grade:</b>	<b>Counselor:</b>
<b>Home Phone Number:</b>	<b>Student Cell Number:</b>	<b>Date:</b>

Please list the class(es) that you would like to drop & what you would like to substitute it for:

DROP:		ADD (see reverse for TA/Tutor):	
Period	Class	Period	Class

Reason for requested change:

PLEASE READ & INITIAL THE FOLLOWING:

**Parent  
Initials**

**Course Fees:**

*It is the student's responsibility to check with the Bookstore within 5 days of a schedule change to have any fees they have paid moved to another class/semester, get an application for refund, or have the fee dropped from their student account if they did not pay for the course yet.*

**Withdrawing from a Course:**

*Freshman, sophomores, and juniors must maintain a full schedule with no release periods. Seniors must maintain progress toward high school graduation. Student athletes should ensure their course load meets district eligibility requirements. Any withdrawal prior to the 20<sup>th</sup> day (8<sup>th</sup> day in a nine-week class) will not show on the transcript. Any student who withdraws after the 20<sup>th</sup> day (8<sup>th</sup> day in nine-week course) will receive a grade of "W", if passing the course, or an "F" if failing the course. The W or F will be posted to the transcript. Students who receive a F will be ineligible for extra-curricular and AIA participation for the remainder of the semester and the F will be factored into their GPA and class rank. Requests for class withdrawals will not be allowed after the 50<sup>th</sup> day of the semester or 20<sup>th</sup> day in a nine-week class. Dropped classes may be retaken and the higher grade will be used for Grade Point Average purposes. Parent approval must be in writing with the understanding that replacing a dropped class with a student assistant position will negatively impact a student's class rank.*

**Course Level Placement Changes:**

*Students who request an AP course, IB course, or Honors course are accepting the rigor that comes with these advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes before the 5<sup>th</sup> day of class and after the 20<sup>th</sup> day of class. Students must request the level change in writing and receive parent and teacher permission to do so. **If approved, all earned grades will transfer to the new class.** Students may request a level change from a regular level course to an honors level course within the first 10 days of the semester, provided there is enough data that such a change is merited, and parent and teacher permission is obtained. Level changes will occur only if seats are available in the requested course.*

*We have read and understand how this schedule change will impact me/my student.*

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***In addition to completing the front of this schedule change form,  
please fill out the following if your request involves a TA or TUTOR.***

- Only 11<sup>th</sup> -12<sup>th</sup> graders can be a TA or Tutor.
- Regardless of their role, all students will have Student Assistant (TA) on their schedule. Students who meet the requirements to Tutor in a qualified class must complete the Tutoring Packet (*available in the Guidance Office or on LHS Guidance website*) to have their TA credit (.5) converted to Tutor credit (1.0) before the end of the semester. See below for additional details.

### **Student Assistant (T.A.) - Juniors & Seniors Only**

<b>Class/Teacher to be a Student Assistant for:</b>	<b>Period</b>	<b>Term/Semester</b>	<b>Room#</b>
<b>Teacher's Signature Required:</b>		<b>Term</b> 1   2   3   4 <b>Semester</b> 1   2	

**Please read the statements below and sign to agree. We understand that:**

- A Student Assistant earns (.5) credit per semester (.25 *per quarter*), rather than a full (1) credit.
- The grade for Student Assistant will be pass/fail. This class and credit will **not** count for GPA or class rank.
- Since it is P/F and not a full credit, class rank will negatively be affected.
- If needed, it will be the student's responsibility to replace lost credit(s) through summer school, community service, or some other means. Failure to do so may lower student's class rank.
- Student must check with Guidance Counselor for credit status and approval to move to a TA position.

<b>Student Signature:</b>	<b>Date:</b>
<b>Parent Signature:</b>	<b>Date:</b>
<b>Counselor Signature:</b>	<b>Date:</b>

### **Tutor – Juniors & Seniors Only**

#### **Student tutor requirements:**

- Must be a junior or senior and on track to graduate.
- Must have received an "A" in the class for which you are tutoring (*see approved list below for classes that may have a tutor*).
- Submit completed Tutoring Packet to your Guidance Counselor by 12/1 (fall) or 5/1 (spring).
- Keep a daily log/journal of how you directly tutored students in class (min. of 10 hours per semester).
- Prepare a final report that includes a minimum of 1-2 typed pages describing your tutoring experience, what you have gained personally, and how this will help you with your future plans (all details in Tutoring Packet).
- Adhere to and be accountable for all school rules and policies.
- **I understand my class will be TA in my schedule for .5 credit and it will only be changed to Tutor credit upon successful completion of all requirements. Final letter grade will be awarded by teacher.**
- **I understand it is my responsibility to obtain a Tutor packet and submit all appropriate documentation to my counselor to convert my TA credit to a Tutor credit before the end of the semester. Failure to do so will result in the TA (.5 credit) posting to my final transcript.**

Class to Tutor for \_\_\_\_\_ Period \_\_\_\_\_ Term \_\_\_\_\_ Room # \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

#### **Courses available for Tutor credit:**

_____ English Essentials	_____ Brief Calculus	_____ Art I, Ceramics I, or Photo I
_____ Algebra I	_____ Biology	_____ Dance
_____ Geometry	_____ Chemistry	_____ Computer Programming
_____ Algebra II	_____ Env. Science	_____ Engineering I
_____ College Algebra	_____ Physics	_____ Sports Medicine I/II
_____ College Math	_____ Earth Space Science	_____ ABLE Classes
_____ Financial Algebra	_____ Spanish I/II	_____ Other, not listed ( <i>will need Admin approval</i> )
_____ Pre-Calculus	_____ ASL I/II	