

# Rocky Top Middle School Request for Class Change



Schedule change requests will only be considered during the first two weeks of a new quarter. Schedule changes will not be made before the first day of school.

Criteria for schedule changes:

- Duplicate scheduling
- Empty blocks on the schedule

**\*Please note: Students may be scheduled into classes they did not request. Classes are sometimes full, the requested class doesn't fit into the schedule properly or the class is not offered. This does not guarantee a schedule change.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Class to Drop \_\_\_\_\_ Class to Add \_\_\_\_\_

Reason for Request (Written in CSAP format)

---

---

---

---

---

---

---

---

---

---

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

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