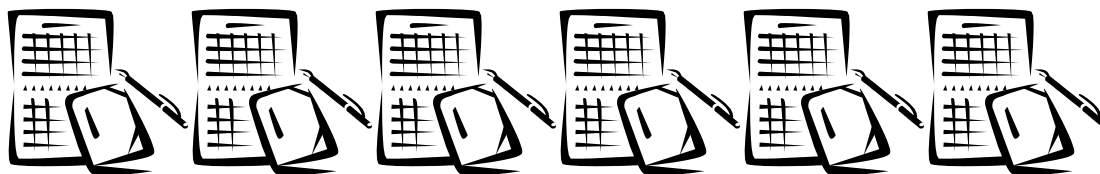


# WANT TO ADD/DROP/CHANGE A CLASS?

Reason for Wanting a Change	What to Do
<p><b>Approved Reasons:</b></p> <ul style="list-style-type: none"> <li>*Course needed as a graduation requirement</li> <li>*Course needed as a college entrance requirement</li> <li>*Course pre-requisites were not met</li> <li>*Credit recovery from a previous school year</li> <li>*Inappropriate academic placement</li> <li>*Health reasons</li> <li>*Scheduling error (wrong class assigned/ no class assigned/duplicate class assigned)</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete a "Schedule Change Request Form" (on back of this page).</li> <li>2. Submit the completed and <u>signed</u> request form to the Guidance Office by one of the following methods: <ul style="list-style-type: none"> <li>• Drop off at Ely 129</li> <li>• Scan and email to <a href="mailto:della.hager@msd.edu">della.hager@msd.edu</a></li> <li>• Fax to 301-360-1401</li> </ul> <p><i>Students <b>must</b> fill out a form. Walk-ins, emails and phone requests for changes will not be accepted.</i></p> </li> <li>3. Della Hager, Guidance Counselor, will meet with you if necessary.</li> <li>4. You will be notified in writing/email when your request has been processed (Note: Processing will not begin until August 18<sup>th</sup>). Follow your schedule until you receive notification.</li> </ol> <p style="text-align: center;"><b>Deadline to submit Forms for the Fall Semester is Tuesday, Sept. 1st</b></p>
<p><b>Unapproved Reasons:</b></p> <ul style="list-style-type: none"> <li>* I want to be with my friends.</li> <li>* I don't like the time that class is scheduled.</li> <li>* I don't like to walk back and forth from Veditz.</li> <li>* I prefer.....</li> </ul>	<p>Schedule changes will <u>not</u> be allowed for these reasons.</p>
<p><b>Discussable Reasons:</b></p> <ul style="list-style-type: none"> <li>*I need to talk to you about that teacher.</li> <li>*I have worries regarding that class.</li> <li>*Other</li> </ul>	<ol style="list-style-type: none"> <li>1. Attend class on Monday, August 24, as scheduled.</li> <li>2. See the High School Secretary to schedule to see Bonnie Kramer, HS Assistant Principal, during the first week of school.</li> </ol>

drh 6/15



**MARYLAND SCHOOL FOR THE DEAF  
COURSE CHANGE REQUEST**

**Student Name:**

**Date:**

**Procedures:**

1. This is a REQUEST form only. There are no guarantees that your request will be granted.
2. Changes will be considered if they meet the criteria (listed on the back).
2. You must remain in assigned classes until notified about the status of your change request.
3. Course Change Requests will be processed as quickly as possible.
4. You will be notified in writing/email when your request has been processed.
5. It is important for you to be aware of graduation requirements when requesting schedule changes.

**Reason for request (Please check one):**

- Course needed as a graduation requirement
- Course needed as a college entrance requirement
- Course pre-requisites were not met
- Credit recovery from a previous school year (failed a course/want to remove low grade)
- Inappropriate academic placement
- Scheduling Error (wrong class assigned/no class assigned/duplicate class assigned)
- Balancing class sizes (Administrator may change a schedule to balance class size for instructional or safety reasons)
- Health reasons (must be certified in writing by physician)
- Corrective measures have failed to create a positive situation for the student/ class.

**Change Requested:**

Class you request to drop	Class you request to add

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

This form must be submitted to the Guidance Office, Ely 129, by the advertised deadline.

\*\*\*\*\*Administrative Use Only\*\*\*\*\*

- Your change has been processed. Attached is your new schedule.
- Your request does not fit into the above guidelines.