

VHS 2024-25 CHANGE OF SCHEDULE REQUEST

A schedule change request must be returned to your Counselor of Record via email (see below) no later than **Monday, August 12, 2024**. **Changes that involve graduation requirements are priority.** **Elective changes are limited and exceptional.**

Name: _____ Grade: _____

REASONS FOR REQUESTING SCHEDULE CHANGE: (Please check selected reason and fill out completely)

- I have already received credit for this course: Course Name? _____
- I failed the teacher previously: Teacher Name? _____
- I need the following course(s) for graduation requirements:
Course(s) Name _____
- I would like to drop _____ course and add _____ course.

*Electives are limited and based on availability. Most core academics (Math, Science, English, History) are based on completion of pre-requisite and grade level sequencing.

All schedule changes will be completed by the counselors by August 16, 2024. If you are granted a schedule change, a new schedule will be provided to you.

Parent's Signature

Date

If unable to approve schedule request your counselor of record will email you.

Counselor of Record Email:

Lisa Stewart- Last name letters A-C; lisa.stewart@hcbe.net

Daphne McMahon- Last name letters D-H; daphne.mcmahon@hcbe.net

Jennifer Bickle- Last name letters I-M; jennifer.bickle@hcbe.net

Kadie Griger- Last name letters N-R; kadie.griger@hcbe.net

Laura Whitaker- Last name letters S-Z; laura.whitaker@hcbe.net