



# RIGBY HIGH SCHOOL

## Request For Schedule Change Form

(Teacher change requests requires a separate form.)

Classchoice is open from \_\_\_\_\_ to \_\_\_\_\_ for you and your student to freely adjust their schedule.  
**This form is only to be completed following the closing of the Classchoice window.**

Schedule change requests: T1 Deadline \_\_\_\_\_ T2 Deadline \_\_\_\_\_ T3 Deadline \_\_\_\_\_

***Due to the size of our school, class changes for lunch preference will not be entertained, all students have a combined lunch every Thursday.***

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Class Changes will be considered if they meet one of the seven criteria listed below.**  
**Please select (X) as many as apply. Appropriate changes will be attempted, but not guaranteed.**

1. \_\_\_ Student has an incomplete/incorrect schedule (i.e., hole in schedule, incorrect class placement, made an audition class, or have been placed in a class that the prerequisite has not been met).
2. \_\_\_ Student is replacing an in-person class with an online option. (Online requires a separate registration)  
**Choose one:**  
 \_\_\_ Student will be taking this online course at home.  
 \_\_\_ Student will be taking this online course during the school day in a psyc for success class. (Attendance is taken)
3. \_\_\_ Student is replacing a class for one needed for graduation **or** credit recovery ( Online CR fee \$90.00).
4. \_\_\_ Student wants to add/drop an advanced/dual credit class. Dual credit must also be dropped by the enrolled student with the college.
5. \_\_\_ Student is currently registered in a class that they have previously taken and passed. This includes classes that are repeatable.
6. \_\_\_ Juniors/Seniors ONLY: Student is dropping a class for Teacher's Aide or a Release Time that same period. Student must meet Aide/Release eligibility requirements.
7. \_\_\_ Change this class \_\_\_\_\_ for \_\_\_\_\_ class.

Reason (required) \_\_\_\_\_  
 \_\_\_\_\_

***A schedule change may result in changing your entire schedule.***  
***Only one schedule change form may be submitted each tri, and all changes are final.***

Drop Request: _____	Drop Request: _____
Add: 1st choice: _____	Add: 1st choice: _____
2nd choice: _____	2nd choice: _____
3rd choice: _____	3rd choice: _____

If there is a *need* for more than 2 classes to be changed in a trimester (changes still need to meet the criteria), you must meet with your counselor in addition to filling out this form.

*If a change can be made, it will be reflected in your schedule on Powerschool within 1 week of this form being submitted.*

**Requests MUST be submitted on this form. Emails, phone call, or voicemails will not be considered.**

**Required:**  
 Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
 Reason: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Does not meet criteria

Counselor Initial \_\_\_\_\_