

**Gainesville High School  
2013-2014  
Schedule Change Request Form**

**Please return to the Guidance Office No Later Than Friday, August 16, 2013**

Student Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Counselor: (please check)

\_\_\_\_ Mrs. Waters      A-F

\_\_\_\_ Mr. Mutchler      G-L

\_\_\_\_ Mrs. Wilson      M-Q

\_\_\_\_ Mr. Jackson      R-Z

\_\_\_\_ Mrs. Marcus      All Freshmen (Cohort 2017)

**If there is a discrepancy with your schedule, please fill out this form and return it by Friday, August 16, 2013.**

Adjustments will be made for the following priority reasons:

- ✓ Does not have the prerequisite to be in the class
- ✓ Course missing
- ✓ Already successfully completed course
- ✓ Need a course to meet graduation requirement

Other reasons can be submitted but will only be considered once the prioritized issues are resolved. Many students may not have received their choices for electives and received available electives that could match their required schedule.

I request the following change(s) in my schedule:

Drop:

Course Name \_\_\_\_\_ Reason \_\_\_\_\_

Course Name \_\_\_\_\_ Reason \_\_\_\_\_

Course Name \_\_\_\_\_ Reason \_\_\_\_\_

Add:

Course Name(s): \_\_\_\_\_

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- Please understand that all requests will be considered and reviewed by counselors as quickly as possible. Be aware that we may not be able to honor requests due to full classes (unavailable seats in classes).
  - To help expedite the review process we ask that you submit only one request and continue to follow your schedule until you receive a new one.

