

Office Use Only
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**LANGLEY HIGH SCHOOL – DEPARTMENT OF STUDENT SERVICES**

**COURSE CHANGE REQUEST**

**2010-2011**

All information must be printed

*One per course*

Student Name \_\_\_\_\_ Grade in 2010-11 \_\_\_\_\_

Parent's Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Counselor \_\_\_\_\_

Course to ADD	Course to Drop

Reason for this change \_\_\_\_\_

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All course change requests will be made on a space available basis and in the order that this form is received (hand carried directly to Mrs. Gratz). She will date and number each request. Because of constraints in the FCPS budget, changes may be difficult.



**Information requested by mail, by phone or email will not be considered.**

If you would like to know when the change is made, please include a legible email address below. If you do not receive an email, then the change did not go through.

Email: \_\_\_\_\_

<p>I approve of this request for a course change that will be made only on a space available basis. Schedule requests received after August 20<sup>th</sup> will require a completed schedule change packet and be processed after the second full week of school.</p>
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Parent Signature \_\_\_\_\_

*This form is to be used between the dates of April 5<sup>th</sup> through August 20<sup>th</sup>, 2010 for your request to be placed on the waitlist. All requests to make a change after August 20<sup>th</sup> will require a schedule change request packet which will be available through Student Services after September 20<sup>th</sup>, 2010.*