

**EAST LYME HIGH SCHOOL
COURSE CHANGE FORM**



Student Name: _____

Grade: (circle one): 8 9 10 11 12

I would like to (select one option below):

- Change Course Level
- Drop a Course
- Override a Course

The appropriate sections MUST be completed in their entirety. Please return completed form to the School Counseling office.

Course requesting to adjust: _____

Teacher Name/Signature: _____ Date: _____

Block: _____ Grade at quarter end: _____ %

Course(s) requesting to add/alternate level request: _____

Teacher Name/Signature: _____ Date: _____

Block: _____

FOR OVERRIDES ONLY :

Deadline: The last day of the preceding school year

Teacher Name/Signature: _____

Date of Teacher/Parent Communication: _____

- Phone Conversation
- Email
- In Person

Changes are made after the completion of the quarter and are pending based on space availability and parent-teacher collaboration. A class drop will not be allowed if it causes you to drop below the minimum credits required by the school or impacts graduation status. A student can withdraw from a course without penalty until the end of Quarter 1 for both full year and Semester 1 courses, and Quarter 3 for second semester courses.

When there is a change in level, the grade will be calculated at the quarter completion and adjusted with the appropriate weight before being entered into the new class placement.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Middle School Families/Staff: Please complete the top section, course requesting to adjust, course requesting to add, the override section, and appropriate teacher, student, and parent signatures.