

Byron High School Student/Parent/Guardian-Initiated Course Change Form

Dear Parents/Guardians,

Your student has asked to change a course that you approved at registration time last spring. Course selection at Byron High School is a carefully arranged series of steps progressing from March through August each year; it includes:

- 1) Recommendations by teachers
- 2) Family study of the current program of studies
- 3) Preliminary selection of courses by students
- 4) Review of selections and recommendations by counselor
- 5) Reassessment based on year-end grades
- 6) Preliminary scheduling "runs", with adjustments to avoid any period conflicts
- 7) Adjustments, as needed, to reflect any summer school work
- 8) Financial commitments to provide teachers and courses as chosen
- 9) Final programming by computer-scheduling procedures

Since course changes made *after* the year begins interfere with the educational progress of your student and the others in the classes affected, we are reluctant to upset schedules without careful examination of the *degree of need* for the change.

We ask you, therefore, to discuss very carefully with your student the need for a change. Hopefully, ways can be found to continue with the existing schedule this year, so that student and teacher programs are not upset at this date. Perhaps the desired course can be taken next year.

If the family still finds *strong, valid* reasons for changing, we ask each parent/guardian, as well as the student, to comment on the following pages indicating the reasons: (1) for the change and (2) for making the request at this time instead of during the previous registration period.

The final decision on such cases is the responsibility of the school principal and counselor. Please note that school policy states that the request to drop or add a 2nd semester course be no later than December 17, 2021.

If you have any questions, please call Mrs. Lake-LoFiego, principal, or Ms. Smith, counselor, at (810) 266-4620.

Sincerely,

Mrs. Lake-LoFiego, Principal

Mrs. Smith, Counselor

CIVIL RIGHTS - EQUAL OPPORTUNITY EMPLOYER

It is the policy of Byron Area Schools that no person shall, on the basis of age, race, color, limited English proficiency, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to: Title IX Coordinator, Byron Area Schools, 312 W. Maple, Byron, MI 48418.

Byron High School
Student/Parent/Guardian-Initiated Course Change Form

Student Section

Date: _____

I, _____, would like to drop _____
(Name of Student) (Course Title)
and add _____ for the following reason(s): _____

Student Signature

School policy states that the request to drop or add a 2nd semester course be no later than December 17, 2021.

Student, please note: This is only an application; you must attend all assigned courses until the principal and counselor approves a change after this form has been completed and reviewed. This form must be completed in the order shown below. Failure to either fill the form out correctly or turn it in on time will mean that your request will not be considered.

Everyone, please note: Complete sections below only in the order printed; include both a comment and your signature in all cases, approving or not. Thank you.

Drop Teacher Section

Once the appropriate signatures have been received, drop/add slips will be processed. The student is to remain in your class until the drop/add slips have been issued. The student must turn in the text to you prior to reporting to his or her new class. **Changing classes (if approved) will not start until the beginning of the 2nd semester.**

Step 1. I have met with the student and agree/ disagree for the following reason(s): _____

Teacher signature

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Parent/Guardian Section

Step 2. I have read the above comment(s) from the drop teacher and discussed this change with my student. I believe it would/ would not be in his/her best interest to make this change.

Comments:

Date Parents'/Guardians' signature

Counselor Section

Step 3. I have met with the parents/guardians and the student and agree/ disagree for the following reasons:_____

Date of meeting Counselor signature

Principal Section

Step 4. I have met with the parents/guardians and the student and agree/ disagree for the following reasons:_____

Date of meeting Principal signature

The student/parent/guardian's request has been: accepted denied

Date:_____

Reason(s):_____

Principal signature

Counselor signature

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