

**Student Name:** \_\_\_\_\_

**'25 First Semester  
Schedule Change Request Form**

Please review the schedule change policy PRIOR to completing this form.

**EHS Schedule Change Policy:**

- **Courses cannot be dropped and turned into off hours (unless they were registered for previously and not placed in schedule)**
- **Electives cannot be dropped that were chosen during registration**
- **Teacher change/requests must go directly to Mr. McClendon**
- **Year-long classes cannot be changed at semester**

Once completed, submit it to your specific counselor for review. Upon review, your counselor will contact you to determine next steps.

- Any courses dropped after **August 22nd, 2025** may result in an Automatic "F" on transcript and course may only be replaced with a Study Hall

**Course Currently In:** \_\_\_\_\_

**Course Wanting to Change to:** \_\_\_\_\_

**Brief explanation of why you would like to make the change:**

---

---

---

By signing we understand that this is simply a request and may not be approved, or new course selection may not fit into the current student schedule. By parent signing they understand that this could result in a change to the students schedule that was previously agreed upon by parent in the Spring and that they are aware of and approving of any new changes that happen as a result of making this change.

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Open Office Hours for Schedule Changes - DO NOT MAKE AN APPOINTMENT.**

**Plan to attend during these times as counselors will be available.**

**August 5th 8-10 (during check-in) — August 7th 8-10 (during check-in)**

**August 18th 9-10 & 1-2 — August 19th 9-10 & 1-2**

**August 20th 10-11— August 21st 1-2**

**August 22nd 8-9**