



Schedule Change Request Form

Student Name _____
Last name First name

Circle one: Senior Junior Sophomore Freshman
Submit form Dec. 3-6 Dec. 4-6 Dec. 5-6 Dec. 6

Class(es) to **Drop** _____

Class(es) to **Add** _____

Music Lesson to **Drop** _____

Music Lesson to **Add** _____

Other Comments _____

Parent Signature: _____

Most Academy high school classes and music lessons automatically continue into second semester unless a student participates in drop/add. Several courses cannot be continued into second semester if a student fails the first semester course. These include Algebra I and II, Geometry, Precalculus, Physical Science, Honors Chemistry, Introductory Physics: Honors, and all foreign languages. The academic office will make individual contact as needed during Christmas break.

This form should be submitted to the academic office during the dates indicated above. If a student's schedule allows, the change will be processed on a first-come, first-served basis at no charge. *Requests by parents or students seeking to change a class section or to ask for a specific teacher will not be honored.*

Please refer to the Academy [website](#) for course descriptions and prerequisites.

Automatic transitions for one-semester courses*

| | | |
|-----------------------------------|----|----------------------|
| Journalism | to | Creative Writing |
| Keyboarding | to | Word Processing |
| 7 th hour Speech I, II | to | Drama (seniors only) |
| Government | to | Economics |
| Economics | to | Government |
| Fund. of A & P | to | Fund. of Chemistry |
| Fund. of Chemistry | to | Fund. Of A & P |

*Submit a schedule change request only if you do **not** want to continue with the second-semester course.

Courses that may be added:

- Art I/II
- Anatomy & Physiology
- Basic Life Skills
- Computer Apps
- Concert Band/Concert Band: Honors (with permission from the director)
- Concert Choir/Concert Choir: Honors (with permission from the director)
- Consumer Math
- Current Events
- Creative Writing
- Drama (prerequisite: a previous speech class; seniors only)
- English 9, 10, 11, 12
- Foods
- Fundamentals of Biology
- Fundamentals of Chemistry
- Honors Biology
- Orchestra/Orchestra: Honors (with permission from the director)
- PE Elective
- Study Skills
- US History
- Word Processing (with prerequisites; see website for details)
- World Geography
- World History