



# Schedule Change Request Form

Student Name \_\_\_\_\_  
Last name First name

Circle one: Senior Junior Sophomore Freshman  
Submit form Dec. 7-10 Dec. 8-10 Dec. 9-10 Dec. 10

Class(es) to **Drop** \_\_\_\_\_

Class(es) to **Add** \_\_\_\_\_

Other Comments \_\_\_\_\_

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

Most Academy high school classes 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. 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  
Government to Economics  
Economics to Government  
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 if seats available:

- Advanced Art (prerequisite: Introductory Art)
- Auto/Diesel Technology (with permission from instructor)
- Basic Life Skills
- Biology/Biology: Honors
- Computer Apps (with prerequisites; see website for details)
- 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
- Digital Production
- Drama (prerequisite: a previous speech class; seniors only)
- English 9, 10, 11, 12
- Exploring Vo-Tech
- Foods
- Fundamentals of Anatomy & Physiology
- Fundamentals of Chemistry
- Global Studies/Global Studies: Honors
- Introductory Art
- Orchestra/Orchestra: Honors (with permission from the director)
- PE Elective
- Study Skills
- US History
- Word Processing (with prerequisites; see website for details)