

*Charles Middle School*

**SCHEDULE CHANGE REQUEST FORM**

4909 Trojan Dr.

El Paso, TX 79924

 Phone (915) 236-6550 Fax (915) 821-0505 www.episd.org/charles

Students, please remember that this is only a request form. Check back with your Counselor in 1-2 days regarding the status of the request before/after school or during lunch - **NOT** during class.

We may not be able to grant your request, **SO YOU MUST FOLLOW YOUR CURRENT SCHEDULE.** Your request may be denied due to the course being full or scheduling conflicts. **Be aware that this may cause other changes in** **your schedule. This schedule change is permanent and changes back to your prior schedule will not be granted. \_\_\_\_\_\_\_\_\_\_ Initials**

**All grades to date will carry over to the new class.**

**Request to change electives and Teacher change requests will require a parent/teacher conference before a change a be processed.**

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(Please Print)

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name |  | First Name | Grade | ID Number |
|  | **DROP** |  |  |  | **ADD** |
|  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For all changes a Parent/Teacher conference must be held.**

**DATE OF CONFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REASON FOR SCHEDULE CHANGE REQUEST:**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature** **Parent Signature** **Phone #**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Administrator Signature Required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Request Approved: \_\_\_\_\_\_\_\_\_\_\_\_** **Request Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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