



Date Received _____

Gray's Creek High School Schedule Change Request Form

Every effort has been made to provide accurate and complete student schedules based on courses needed and requested by students. A schedule change request should be based on a true need, not simply a desire.

Due to budget cuts and lost positions, your child may have received his/her alternate choices. If you would like to make a change, complete this form and submit to the main office. Please be reasonable with your request. Examples of unreasonable requests are changing a teacher or class period change. Otherwise, we will make every effort to grant your request. **There will be no changes made to your schedule (1st and/or 2nd semester) after August 15, 2017.**

**Request must be received by:
August 15, 2017**

Schedule changes cannot be made while you wait. You must use this form and submit your request to the main office no later than Thursday, August 15, 2017. **A counselor or administrator will contact you only if there are questions concerning your request.** You will receive a final schedule on the first day of school.

*Requests may be dropped off at the front office of the school during regular business hours:
August 7th — August 15th Monday — Thursday 8:00 am to 4:00 pm*

*Requests may be mailed to the following address **but must be received by August 15, 2017:**
Gray's Creek High School
5301 Celebration Drive
Hope Mills, NC 28348*

Name _____ Grade _____ PowerSchool # _____

Home Phone # _____ Cell Phone # _____

Please list the reason for request in the space provided below. **This MUST be completed before your request will be considered.** Please be as specific as possible in your explanation.

Reason:

Drop/add the following courses:

DROP	ADD
1. _____	1. _____
2. _____	2. _____

Student signature _____

Parent signature _____

FOR OFFICE USE ONLY

Approved by: _____ Denied by: _____