

**COURSE REQUEST CONFIRMATION 2019-2020**

Your course requests for the upcoming school year have been reviewed. Changes to your original Course Request Contract may have been necessary for the following reasons:

- Course is no longer offered
- Credits do not meet required minimum
- Credits exceed maximum allowed
- Required teacher signature was not obtained
- Course pre-requisite has not been met
- Other conflict

**PLEASE FOLLOW THESE STEPS TO CONFIRM THE COURSE LIST:**

- 1) Review this course list with your Advisor and your parents/guardians.
- 2) If any of your **academic** courses have been changed, please see your current teacher or the department chair.
- 3) Discuss questions with your Teacher Advisor.
- 4) Note request for change neatly on the course list.
- 5) Check the appropriate box in the Student and Parent Response section below.
- 6) **OBTAIN REQUIRED SIGNATURES** (whether changes are requested or not) to verify a parent has seen this course list.
- 7) Return this signed form to your Teacher Advisor **by Friday, May 17.**

**PLEASE NOTE: COURSE REQUESTS MAY BE AFFECTED BY FINAL SEMESTER AND/OR SUMMER SCHOOL GRADES**

**STUDENT AND PARENT RESPONSE:**

- Course Contract Confirmation is correct.
- I am requesting the changes listed below in the course contract because:
  - I am missing a required class.
  - I have failed to meet the pre-requisites for a course.
  - I am enrolled in too few credits.
  - Other: \_\_\_\_\_

**REQUIRED SIGNATURES**

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Advisor: \_\_\_\_\_

**OFFICE USE ONLY**

**REQUEST APPROVED**

**REQUEST DENIED**