

2019-2020 Course Change Request Form

This form will only be accepted during the Course Request Change Windows

Summer Window: August 16-30

Fall Window: September 11-18

Summer Counselor Appointments available August 26-30 from 9-2

No requests for changes accepted during the first five days of school 9/4-9/10

***Dropped courses after September 18th will appear on the transcript as a WP or WF and will count into your GPA as attempted but unearned credits.**

Please note Passaic Valley does not change schedules for the sole purpose of switching teachers or lunch periods. If an error has been made and you have scheduled for the wrong academic course or level, please contact your counselor immediately. All other changes are to be requested below.

Date: _____

Counselor: _____

Student Name(print): _____

Grade: _____

Student Email: _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent E-mail address: _____

Parent Phone: _____

Parent/Guardian Signature: _____

Original course requested: _____

NEW course requested: _____

Please provide a short description of reasoning for requested change:

OFFICE USE ONLY

Date received: _____

Requested change complete? _____

Notes:

