

Mountain Ridge Jr. High Request for Class Change

Name _____ # _____ Grade _____ Date _____

Attendance _____ Tardies _____

This form does not guarantee a transfer. It is only a request. Transfers will NOT be granted for the following reasons:

1. To be with friends
2. To change lunch periods
3. Because you want a different teacher (unless a parent/teacher conference has occurred)
4. If there is no room in the new class

Class Changes (which are not school errors or recommended by the school counselors/administration) will be charged a non-refundable \$5.00 change fee however, the fee does not guarantee a class change. The grade, absences, and tardies from your old class will be averaged in with those in your new class.

STEP 1 Answer the following questions:

STUDENT: 1) Why are you requesting a class change? _____

2) If there is a problem, what have you done to solve it? _____

Signature _____

TEACHER: 1) Have you discussed the above situation with the student? Yes () No ()

If yes, when? _____

2) Has the parent contacted you? Yes () No ()

If yes, when? _____

3) What course of action do you recommend? _____

Signature _____

PARENT: 1) Have you discussed the above situation with your child's teacher? Yes () No ()

If yes, when? _____ (If no, a class change will not be granted)

2) What course of action do you recommend? _____

Signature _____

STEP 2: Administrative Approval _____

E.P.E. Yes () No ()

STEP 3: Meet with your guidance counselor to discuss if a class change should be made.

Signature _____