

Orem Junior High Class Change Request Form

Accepting Forms: Monday, December 18th -- Thursday, December 21st

Instructions:

1. Fill out this form and have it signed by a parent/guardian.
2. Submit the form to the counseling office in person between 8:00am and 2:00pm.
3. There is a \$5 fee for changes made.

Student Name: _____ **Grade:** _____ **Student #** _____

Parent Phone: _____ **Parent Email:** _____

Class(es) to Drop	Class(es) to Add

Making a class change will likely rearrange most of your current schedule. What do I need to know about this request, including priorities and what I cannot change. For example "don't make this change if it requires me losing my A4 English class."

By signing below I understand:

- I am authorizing changes to my student's schedule.
- A \$5 class change fee will be added to my account.
- Not all requests can be accommodated.
- A class change will likely rearrange the students schedule, including lunch and cannot be reversed.
- An email will be sent to the email listed above and the student's school email when the request has been processed whether or not the request can be accommodated.
- Class changes are made for educational purposes, not for social preferences.
- Change requests are for elective classes only, not core classes or teacher changes.

Parent/Guardian Signature: _____ **Date:** _____

FOR OFFICE USE ONLY			
Date & Time Received:	<input type="checkbox"/> Email <input type="checkbox"/> In-Person	Date Counselor Reviewed (notes):	

OJHS Class Change Frequently Asked Questions

Class change forms are processed in the order in which they are received

How do I request a class change?

Students can request a class change by filling out the Class Change Request Form (on the front of this page) and return it to the Counseling Office after it has been signed by a parent/guardian.

When can I make a class change?

During the class change window only. Class change requests will not be accepted at any other time.

Where do I turn in the Class Change Request Form?

Class change forms can be turned in at the counseling office.

Can you tell me if the change is possible before I submit a form? Unfortunately, there is no way for us to predict if your schedule can be adjusted until the counselor processes your request. Many factors determine if a change is possible, such as class size, individual student schedule restrictions, and single-section courses.

What is the fastest way to get my class change completed?

The fastest way to get a class change is to fill out the Class Change Request Form completely and to turn it in during the class change window. No appointments are necessary.

How do I know that my request has been processed?

Your student's counselor will send an email to the parent email listed in Skyward whether or not the change was made. You will be able to view any changes to your student's schedule in Skyward.

I submitted a Class Change Request Form, but my schedule is still the same on Skyward, what should I do?

You must attend all of your classes as they appear on Skyward. Your counselor will email you once your request has been processed, and will indicate if a class change has been made or not.