



2019-2020 Schedule Concern Form

Reason for changes: Student is missing a core class. Student was inappropriately placed based on grade level. Student was inappropriately placed based on skill level. Student has documented evidence supporting a course change.

1 Week Rule for Electives: If a parent or student feels the student was placed in the wrong elective based on their skill level, they have the first week of the school year to request a change. Not all schedule change requests will be approved. Following the first week of school, **no** changes will be made to the student's elective schedule.

Other Request: Howard Middle School will **not** change student schedules for any of the following reasons: Friends are in another class, teacher preference, lunch period preference, unaddressed behavior or academic concerns.

Student Name _____ Grade _____

Check all that Apply

- My child was placed in an elective at the incorrect level
- I have concerns regarding the academic rigor (advanced versus regular) of my child's academic course.

Indicate area of academic rigor concern & provide details about your concern below.

Name of person completing form _____ Phone Number _____

Email address _____