



**HOWARD W. BLAKE HIGH SCHOOL
2021 – 2022 REQUEST FOR SCHEDULE ADJUSTMENT**

*This form must be completed and returned to Guidance by the close of school on Friday, August 13, 2021

Complete all sections below. Incomplete forms will not be processed.

Student: _____ Student #: _____
Phone #: _____ Email: _____
Magnet/ Major: _____

Grade Level (Circle Appropriate Level):			
9 TH	10 TH	11 TH	12 TH

CURRENT SCHEDULE

1 ST Semester	2 ND Semester
1	1
2	2
4	4
5	5
6	6
7	7
8	8

Please Note: Completing and returning this form does not guarantee that a schedule change will be honored. Please keep in mind that we cannot accommodate requests for specific teachers, lunch assignments, or class periods

Please write on the line below the class(es) you are requesting to DROP:

1. _____ 2. _____ 3. _____

Please write on the line below the class(es) you are requesting to ADD:

1. _____ 2. _____ 3. _____

Reason for request: _____

Required Signatures:

Parent: _____ Student: _____

Department Chair (Required for all level changes) _____ Teacher (if required) _____
(Required for all magnet courses)

APC _____

Magnet Lead Teacher or Department Chair (Required for all magnet revisions) : _____

Date of Review: _____ Counselor Signature: _____