



ST. THOMAS HIGH SCHOOL

Request for Course Change 2024-25

One form per student ONLY – Do NOT submit duplicate requests!

Requests will be considered for VALID EDUCATIONAL REASONS ONLY

EXAMPLE: 1st priority ➔ Pass/failure in an **ACADEMIC** course
 2nd priority ➔ Incorrect placement in an **ACADEMIC** course
 3rd priority ➔ Requesting change of **OPTION**

***** PLEASE NOTE: We will NOT consider requests based on your preference of teacher *****

1. Complete the **Request for Course Change** form.
2. Be sure to include a **signature** from your parent/guardian.
 ➔ **BE SPECIFIC** – State which course(s) you wish to drop / add, **AND** give reasons (see page 2).
3. Return the completed form to the Guidance department **no later than FRIDAY, SEPTEMBER 13.**
4. Changes are made on a **PRIORITY** basis (see above) and may take one week or more to complete.
5. You will be advised if we cannot accommodate your request.
6. **Continue to follow your current schedule** UNTIL you receive a new one from the Main Office.

***** IMPORTANT NOTE *****

- ➔ **In order to make the change(s) requested, ONE OR MORE OTHER COURSES MAY BE AFFECTED.**
- ➔ **IT MAY NOT BE POSSIBLE to revert to your original schedule after the requested changes have been made.**

Today's date:	
Student name (please PRINT clearly – first AND last name):	
Grade:	
Signature of parent/guardian:	
Phone number:	
Parent's email address:	
Course(s) you wish to DROP:	
1.	3.
2.	4.
Course(s) you wish to ADD:	
1.	3.
2.	4.

Please continue on page 2 ...

