



# ST. THOMAS HIGH SCHOOL

## Request for Course Change 2022-23

**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 p. 2)
3. **Return the completed form to the Guidance department no later than FRIDAY, SEPTEMBER 9.**
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 ...

**REASONS for your request:**

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**RECOMMENDATION from Guidance Department:**

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**ADDITIONAL COMMENTS:**

[illegible]