



ST. THOMAS HIGH SCHOOL

Request for Course Change 2025-26

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 MAIN OFFICE **no later than FRIDAY, SEPTEMBER 12.**
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:

ADDITIONAL COMMENTS:
