

TEACHER AIDE/LEVEL CHANGE/PERIOD RELEASE REQUEST

For Office
Use:

***** ALL OTHER REQUESTS MUST BE COMPLETED ONLINE *****

Deadline for 1st semester requests: September 13, 2019

Important: Unless noted below, you MUST ATTEND your current classes as scheduled. We will respond as soon as possible.

Name: _____ ID# _____ Grade: _____ Date: _____

You want to be a Teacher's Aide

Aide position must be during an open period or during a period marked as "Teacher Aide". Return form to Counseling Office and immediately begin attending your aide class. You will NOT receive a new schedule for an aide request.

Teacher Signature: _____ Print Teacher Name: _____

Class: _____ Period: _____ Circle: Semester One Semester Two All Year

****Aides cannot be during a teacher's prep time. Teacher's are limited to two aides per period.****

Level Change Request

Move from _____ to _____

Scheduled core class is: Too Easy Too Hard Incorrect Placement Other Reason: _____

Requested by: Teacher Counselor Parent Student

Get signatures in the following order:

1. Student: _____ Parent: _____

2. Department Chair: (School Counselor can tell you who to see) _____

3. School Counselor: _____
School Counselor will submit to your Administrator for signature

4. IB Coordinator: _____ Administrator's Signature: _____
For IB Classes Only Administrator will return to School Counselor

**Important: Continue in all assigned classes in case the request cannot be approved.
If the change is made, you will receive a new schedule.**

You are requesting a period release/Independent Study

Mark your request(s): Late Arrival Early Dismissal Independent Study
GRADE RESTRICTION (11-12th Grades) (11-12th Grades) (10-12th Grades)

Requests will not be approved if: you are dropping a class needed for graduation, if classes need to be moved around to fulfill request, or the request creates a hole/gap in your schedule. REMEMBER: Five graded classes required for Athletics, six required for NHS and honor roll.

Class to drop: _____ Period: _____

Reason (You may also attach a note): _____

Teacher Signature: _____ Parent/Guardian signature and approval to drop: _____

Continue to go to all classes until you get a response.