

Dear Park Place students and families,

Student schedules have been crafted based on the registration survey from last spring. This allows us to decide how many classes are needed and which teachers will be teaching these classes. Due to this, schedule changes are not made except under extraordinary circumstances.

**Schedule corrections will *only* be considered under the following conditions:**

- The student is not in the correct class level.
  - For example, the student is scheduled for 7<sup>th</sup> grade math (math 2), but should be in 8<sup>th</sup> grade math (math 3).
- The scheduled course was not selected on your original class selection sheet.
  - In almost all cases, students were scheduled into their 1<sup>st</sup> and 2<sup>nd</sup> choices as written on your registration survey sheet. There were some instances where that was not possible and 3<sup>rd</sup> – 5<sup>th</sup> choices were selected.

Schedule changes will not be made based on lunch, period or teacher preferences. If you do not fit the above criteria, a schedule change cannot occur. It is expected that if a student has a conflict with a specific teacher, he/she needs to meet with the teacher/parent/administrator to work out a solution to the conflict.

If you feel your schedule request meets one of these conditions, please complete this form and return it to the counseling office for consideration. Thank you – Park Place Administration and Counselors

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**Park Place Middle School Schedule Correction Request Form**

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Student Name	Parent Email	Phone Number	Grade
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**STEP 1:** Your schedule correction request will be considered *ONLY* if it meets one of the following criteria (**please circle the appropriate criteria**):

- **Criteria A:** Your student is not in the correct class level.
  - For example, your student is scheduled for 7<sup>th</sup> grade math (math 2), but should be in 8<sup>th</sup> grade math (math 3).
- **Criteria B:** The scheduled course was not selected on your original class selection sheet.
  - In almost all cases, students were scheduled into 1<sup>st</sup> and 2<sup>nd</sup> choices as written on your registration survey sheet. There were some instances where that was not possible and 3<sup>rd</sup> – 5<sup>th</sup> choices was selected.

**STEP 2:** Please explain the details of your request:

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Student Signature	Parent Signature	Date
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Please return this completed form to the Park Place Counseling Office