

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 condition:

- The student is not in the correct class level.
 - For example, the student is scheduled for 7th grade math (math 2), but should be in 8th grade math (math 3).

Schedule changes will not be made based on lunch, period or teacher preferences. If you do not meet 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 these conditions, please complete this form and return it to the counseling office for consideration.

Thank you – Park Place Administration and Counselors

Park Place Middle School Schedule Correction Request Form

Student Name Parent Email Phone Number Grade

STEP 1: Your schedule correction request will be considered *ONLY* if **your student is not in the correct class level.**

- For example, your student is scheduled for 7th grade math (math 2), but should be in 8th grade math (math 3).

STEP 2: Please explain the details of your request:

Signature Parent Signature Date _____ Student

Please return this completed form to the Park Place Counseling Office