NAME: ________________________________________  GRADE: _______  Date:______________________

FOLLOW YOUR REGULAR SCHEDULE UNTIL YOU ARE CONTACTED ABOUT THIS REQUEST.

1. STUDENT:  What change are you requesting? ______________________________________________
   Explain the reason for request: __________________________________________________________
   STUDENT’S SIGNATURE: __________________________ Date: __________________________

2. TEACHER’S SIGNATURE: __________________________ Date: __________________________
   Teacher’s Comments: __________________________________________________________________

3. PRINCIPAL’S SIGNATURE: ______________________ Date: __________________________
   Principal’s Comments: _________________________________________________________________

4. PARENT/GUARDIAN:

   PLEASE NOTE THAT STEPS 1, 2 AND 3 MUST BE COMPLETED BEFORE YOU SIGN.
   Comments: __________________________________________________________________________
   • I am aware that by making the above change, my child’s 4 year plan/diploma status may be
     subjected to change.
   PARENT’S SIGNATURE: __________________________ Date: __________________________

5. COUNSELOR: Current Diploma Status -  LOCAL  REGENTS  ADVANCED REGENTS W/DESIGNATION
   Will this request affect the diploma status?  Yes/No   If yes, please specify: ________________
   ____________________________________________________________
   COUNSELOR’S SIGNATURE: __________________________ Date: __________________________