

## Mayfield Guidance Department

### Timetable Course Change Request Form

If you have checked your **diploma requirements** and would like to **drop, add, and/or change a course**, please complete this request form (parent/guardian signature required). **Students are to line-up outside the guidance office starting at 7:50 a.m. on Wednesday, Sept. 4.** An appointment date/time will be provided at that time. The same process will continue for Thursday, Sept. 5 at 7:50 a.m. and Friday, Sept. 6 at 7:50 a.m. **The last day to request to drop, add, and/or change a course is Friday, Sept. 6.**

Student's Name: \_\_\_\_\_ Student # \_\_\_\_\_

My child has checked their diploma requirements and has permission to drop the following course:

COURSE CODE: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

OR

My child has checked their diploma requirements and has permission to add the following course:

COURSE CODE: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

OR

My child has checked their diploma requirements and has permission to make changes to their timetable, specifically as identified below; however, has permission to make alternative drops/adds, if necessary.

DROP: \_\_\_\_\_ ADD: \_\_\_\_\_

DROP: \_\_\_\_\_ ADD: \_\_\_\_\_

DROP: \_\_\_\_\_ ADD: \_\_\_\_\_

DROP: \_\_\_\_\_ ADD: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_