

# TIMBERLINE CLASS CHANGE FORM

The last day to submit the form is Friday, August 23rd.

## INSTRUCTIONS FOR CLASS CHANGE REQUESTS

1. Read the CLASS CHANGE POLICY below.
2. Fill out the CLASS CHANGE REQUEST FORM and have it signed by a guardian.
3. If requesting a teacher change, a guardian must complete the PARENT CONCERN FORM.
4. Pay the **NON-REFUNDABLE** processing fee at the finance office and obtain signature.
5. Bring the completed form(s) to your appointment. After August 14<sup>th</sup>, turn in the form(s) to the counseling office.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT # \_\_\_\_\_

FINANCE OFFICE SIGNATURE \_\_\_\_\_

Please change from:	Please change to:
Reason for change: (Use back for additional comments)	

## CLASS CHANGE POLICY

- There is an **NON-REFUNDABLE** processing fee of \$5.00 which must be paid at the finance office ***before*** your appointment. The signed form will be proof of payment. Counselors do not take payments. No exceptions will be made to this policy.
- Class changes will be done by appointment August 9<sup>th</sup> to August 14<sup>th</sup>. Appointments are limited and walk-in's cannot be accommodated. The scheduler will open on August 2<sup>nd</sup> to schedule appointments. Go to [timberline.alpineschools.org](http://timberline.alpineschools.org) and click on the Online Scheduler logo to schedule an appointment. **Password-timberline**
- Class change appointments need to be brief. Counselors are not able to discuss other concerns at this time.
- After August 14<sup>th</sup>, Class Change Request Forms may be submitted for processing. The counselor will process the requests in the order they are received. Students will be notified once the request has been processed. The student must attend all classes as they are scheduled until notified of a change. **The last day to submit the form is Friday, August 23<sup>rd</sup>.**

**I AUTHORIZE THE CHANGE OF MY STUDENT'S SCHEDULE. I HAVE READ THE CLASS CHANGE POLICY AND UNDERSTAND THE PROCESSING FEE IS NON-REFUNDABLE.**

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_