

TIMBERLINE CLASS CHANGE REQUEST FORM

The last day to submit the form is Friday, August 22nd.

Instructions

1. Fill out the CLASS CHANGE REQUEST FORM and have it signed by a guardian.
2. If requesting a teacher change, a guardian must complete the PARENT CONCERN FORM.
3. Pay the **NON-REFUNDABLE** processing fee at the finance office and obtain signature.
4. Bring the completed form(s) to your appointment. If you do not have an appointment, turn the form(s) in to the counseling office.

STUDENT NAME _____ GRADE _____ STUDENT # _____

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

By signing below I acknowledge the following:

- I have read and understand the “Class Change Request FAQ’s” which can be found on the back of this form or on the Timberline website.
- I understand that not all changes that are requested can be accommodated.
- I understand that the class change processing fee is non-refundable.
- I authorize changes to my student’s schedule.

Parent Signature _____ Date _____

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