

Dear Parent/Student,



Your schedule for the 2014-2015 school year at Lakeridge Jr. High is available on Skyward beginning Monday, Aug 4. If any adjustments or corrections are needed, we will be accepting schedule change requests (see below) on Tuesday, Aug. 5 through Friday, August 8, from 8:00 AM until noon. *Actual changes will be made at a later time. This will be the only time we will be accepting changes to student's schedules.* **IF YOU ARE UNABLE TO BRING IT IN ON THESE DATES, PLEASE MAIL IT IN ADVANCE.** All schedule changes will be completed by Friday, Aug. 15. You may view your new schedule in Skyward, or, if desired, you may stop by the Counseling Office and request a printout on the 15th.

The cost for schedule changes is \$5.00 each time a request is submitted. Remember, **the class change process is fully automated and you will only be able to request classes and teachers, but the computer will assign the periods.** If we are unable to make changes to your schedule your money will be refunded. *Note-we are sorry, but we are unable to change schedules in order to be with friends.

Our goal is to have all schedule changes done before school begins. School begins for all students on August 19th (7th grade day is August 18th). To ensure a quality education we want all students, with their schedules, in class and learning on that day. Students need to be in class those first few days to learn the teacher's classroom policies, procedures, and expectations. Also, this will allow counselors and teachers to focus on the students and give them the instruction and help they need.

REQUEST FOR STUDENT-INITIATED SCHEDULE CHANGE

The class change process is fully automated. You can request classes and teachers but the computer will assign periods.

Student's Name: _____ Student I.D. # _____ Fee \$: _____

Grade this Year: _____ Today's Date: _____ Best Contact # _____

I understand and acknowledge by signing below that this request may change my student's schedule and teachers and I give permission for these changes. I also understand that the original schedule may be permanently lost.

Parent Signature _____

Course(s) to Drop (list in order of preference):

1. _____

2. _____

3. _____

Preferred Course(s) to Add: (depending on availability)

1. _____

2. _____

3. _____

ALTERNATES (If 1st choice is unavailable): 1. _____ 2. _____

-----Guidance Center Use Only-----

Completed Partial Unable Explanation: _____

Refund Amount	Received