

Schedule Change Request Form

This request can be mailed to Raleigh Charter High School at 1307 Glenwood Avenue, Raleigh NC 27605 or dropped off in the school office. Ms. Huddleston will then contact the recommending teacher for the course. **Students must submit schedule change requests by August 14, 2023.** After that, class changes are rarely granted and must be initiated by the teacher. We cannot guarantee any schedule change requests; however, the sooner it is submitted, the more likely we are to be able to honor it.

Student's Name

Student's Grade Level

I would like to request to **DROP** the following class(es) from my schedule:

I would like to request to **ADD** the following class(es) to my schedule:

Describe the reason for the request:

Signature of Student

____/____/____
Date

Signature of Student's Parent

____/____/____
Date

For Office Use Only:

Date received in the office ____/____/____