



## Request for Schedule Change

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date Given: \_\_\_\_\_ Date Returned: \_\_\_\_\_

### Instructions:

- The signed form must be returned before a schedule change is made.
- This is a preliminary procedure and does not assure a schedule change.
- If the schedule change is approved, all course materials must be returned to your former teacher.

DROP				ADD			
Period / Subject	Teacher's Name	Teacher's Signature	WP or WF?	Period / Subject	Teacher's Name	Teacher's Signature	Room
1.				1.			
2.				2.			
3.				3.			
4.				4.			
5.				5.			
6.				6.			
7.				7.			

**Teachers: Your signature does not necessarily mean you approve of this change. Please write your comments/concerns below or contact the counselor:**

Note: Students are responsible for paying a fee for dropping, changing, or adding an IB course with an associated exam this year. If a student drops an IB course or changes an IB course (for example, if a student moves from SL to HL) after the November 15 deadline for registration, the family must pay the appropriate late fees. Adding a new subject will cost \$110 regardless of when the student is registered. New registrations after November 15 are \$214; new registrations after January 15 are \$459. Change fees are \$35 from November 15 – January 15 and are \$140 after January 15. Drop fees are incurred before January 15 only if the course dropped is the only IB course a student was taking; an additional \$160 will be incurred if the course dropped is the only IB course for which the student is registered. Otherwise, in the case of a student taking multiple IB Subjects, there is a drop fee only after January 15 which is \$110 per subject. See an IB Diploma Program Coordinator for additional details.

### IB Diploma Program

Coordinator's Signature: \_\_\_\_\_

Sp. Ed. Dept. Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_