

Salesianum School
Office of the Academic Dean
Request for Course Change
School Year 2015-2016

The School has established the following periods for review of course requests:

Until April 15th: Course changes can be submitted to the Academic Office on this form without penalty.

August 1st-September 25th: Only teacher or guidance counselor recommended phase changes will be considered.

The Academic Dean has the authority to waive elements of this policy as appropriate in cases of extraordinary academic or pastoral need.

Before submitting this form, please email the Academic Office at juszczek@salesianum.org to verify that your requested changes are possible.

Student (last, first, middle) _____

Year of Graduation _____ Student Number _____ Date _____

Student email (print clearly): _____

Parent/Guardian email (print clearly): _____

Course(s) to be removed: _____

Course(s) to be added: _____

Student's reason(s) for the change: _____

Signature Date

Parent's view of the request: _____

Signature Date

Teacher's Signature (required for phase changes or higher phased classes)

Signature Date

Guidance Counselor Date
