



Teacher: Course Change Request Form

To be completed by the teacher and submitted to the school counselor or administration

1. Student Information

- Full Name: _____
- Grade Level: _____
- Student ID: _____

2. Requesting Teacher Information

- Teacher Name: _____
- Subject/Grade Taught: _____
- Date of Request: _____

3. Requested Change Details

- Current Class/Period: _____
- Requested New Class/Period: _____

4. Reason for Change (Check All That Apply):

- Academic Misplacement (e.g., level too advanced/basic)
- Scheduling Conflict
- Behavioral Concerns
- Other: _____

5. Have you spoken to the parents about your concerns? Yes No

6. Explanation of Request

Please provide a detailed rationale for the requested change, including specific examples if applicable:

Teacher Signature: _____ Date: _____