



## 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:*

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Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_