

**Mountain Ridge Jr. High Request for Class Change**

Name \_\_\_\_\_ # \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Teacher: \_\_\_\_\_ Absence: \_\_\_\_\_ Tardies \_\_\_\_\_

This form does not guarantee a transfer. It is only a request. Transfers will NOT be granted for the following reasons:

- 1. To be with friends
- 2. If the class is full or unbalanced
- 3. To change lunch periods
- 4. To have a different teacher (unless a parent/teacher conference has occurred)

**PLEASE NOTE:** Class Changes (which are not school errors or recommended by the school counselors/administration) will be charged a \$5.00 non-refundable change fee however, the fee does not guarantee a class change. The grade, absences, tardies, and citizenship marks from your former class will be averaged in with those in your new class.

**STEP 1** The student will be responsible for this form with the Step 1 requirements.

**STUDENT:** 1) Why are you requesting a class change? \_\_\_\_\_

2) If there is a problem, what have you done to solve it? \_\_\_\_\_

Student Signature \_\_\_\_\_

**PARENT:** 1) Have you discussed the above situation with your child's teacher? Yes ( ) No ( )

If yes, when? \_\_\_\_\_ (if no, a class change will not be granted)

2) What course of action do you recommend? \_\_\_\_\_

Parent Signature \_\_\_\_\_

**TEACHER:** 1) Have you discussed the above situation with the student? Yes ( ) No ( )

If yes, when? \_\_\_\_\_

2) Has the parent contacted you? Yes ( ) No ( )

If yes, when? \_\_\_\_\_

3) What course of action do you recommend? \_\_\_\_\_

Teacher Signature \_\_\_\_\_

*The student will return this form to the counseling office*

**STEP 2:** Administrative Approval \_\_\_\_\_

Yes ( ) No ( )

**STEP 3:** Meet with your guidance counselor to discuss the class change. \_\_\_\_\_

Counselor Signature \_\_\_\_\_