

## Centennial Jr. High Class Change Request Form

If we are able to make the change, a \$10 class change fee will be added to your student's account. Please note: due to class sizes not all requests are possible. We cannot make class changes to be with friends, have a certain lunch, or for specific teachers.

### Steps for Requesting a Schedule Change:

1. Print and review your schedule from MyDSD
2. **If** a change is needed, view the class options on the Centennial website (go to Parents & Students – Counseling Center - Course Requests & Descriptions [left hand column]).
3. Complete this form with the information and signatures requested.
4. Save, scan or take a picture of the form with your phone (it will need to be sent actual size).
5. Send completed form to your student's counselor.

**Remember not all requests will be possible. Counselors will do what they can to assist you.**

A to G - mmcquiston@dsdmail.net   H to O - kcolley@dsdmail.net   P to Z - krobb@dsdmail.net

---

Student Name

---

Student #

---

Phone Number

---

**1<sup>st</sup> Class to drop:**

**Class to add:**

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

Reason for Request:

---

**2<sup>nd</sup> Class to drop:**

**Class to add:**

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

Reason for Request:

---

Parent Signature

---

Student Signature

---

*Office Use Only:*

*Change Made* \_\_\_\_\_

*Date:* \_\_\_\_\_

*\$10 fee paid* \_\_\_\_\_

*Not Possible:* \_\_\_\_\_

*N/C School:* \_\_\_\_\_

*\$10 fee added MYDSD* \_\_\_\_\_