

BRIDGEPREP
ACADEMY
VILLAGE GREEN



BridgePrep Academy Village Green Middle/High Schedule Change Request Form

POLICY:

Schedule changes are *subject to availability* and will be made at the sole discretion of the counselor and/or administrator. **ALL change requests must be submitted after September 15th and before September 31st.**

IMPORTANT: Approved schedule changes will be made after the first two weeks of school.

TO BE FILLED OUT BY STUDENT:

INSTRUCTIONS: Please complete and email form to rrodriguez@bridgeprepvillagegreen.com. Counselor will call students individually to discuss changes. Email requests **will not** be accepted.

Student Name: _____ ID #: _____ Grade: _____ Homeroom: _____

Requested changes:

Period: _____

Class Name: _____

Teacher: _____

Reason for request: _____

Period: _____

Class name: _____

Teacher: _____

Reason for request: _____

Student Signature: _____ Date: _____

FOR COUNSELOR USE ONLY:

Change Completed: YES/NO Explain: _____ Date: _____