



**DUE BY FRIDAY AUGUST 19, 2022**

**MUST BE HARD COPY WRITTEN IN INK**

**Odom Academy Beaumont ISD  
Schedule Change Request Form  
RETURN FORM WITH PARENT SIGNATURE TO OFFICE**

Schedules will be changed **ONLY** for the following reasons:

1. Sequence of courses is out of order.
2. Incomplete schedule. Keep in mind that in some cases, your alternate course had to be used in completing your schedule.
3. Failure of a course that must be repeated.
4. A summer school course has been passed.
5. An academic need to switch to or from an advanced course or take a specialized course due to committee (ARD/504/RtI) recommendation

ID#: \_\_\_\_\_ Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Last, First

I request the following change(s) to my schedule:

Drop Course	Add Course

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**\* We may not be able to honor requests due to full classes or scheduling conflicts. Once your schedule is changed, a new schedule will be provided to you.**

Approved: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Rationale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_