

Received on:

**TIMELINE FOR TEACHER CADET REQUESTS FOR 2016-2017 SPRING SEMESTER**

**\*\*requests by phone or email cannot be honored**

**November 15<sup>th</sup>: Form available online and in Student Services.**

**November 15<sup>th</sup> to December 9<sup>th</sup> (3:00 p.m.): Form can be submitted to Student Services**

**No requests will be accepted after this date.**

**\*If the request is approved, the change will be reflected in PowerSchool. If the request is not approved, the schedule will remain the same in PowerSchool.**

**All schedule changes will be completed by December 16<sup>th</sup>.**

**DUE: December 9, 2016 by 3:00 PM**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note:**

- Only seniors are eligible for teacher cadet.
- Requests submitted by email or phone will not be honored.
- You are ONLY able to add teacher cadet in the same period of the class that you are requesting to drop. If it doesn't work in the teacher's schedule for that period, the request will not be granted.
- Teacher cadets are still needed in the media center during 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> periods (no teacher signature required).
- **Attention Seniors: If you are making changes to your schedule, you must contact the colleges or universities you have applied to this year. A schedule change could affect your admission status.**

**Sign here: \_\_\_\_\_ verifying you have contacted your college, and they are aware of your proposed change.**

Course to drop	Teacher to Cadet for- 1 <sup>st</sup> Choice Each teacher choice must have a teacher signature	Teacher to cadet for- 2 <sup>nd</sup> choice Each teacher choice must have a teacher signature	Teacher to cadet for- 3 <sup>rd</sup> choice Each teacher choice must have a teacher signature
	Teacher Signature:	Teacher Signature:	Teacher Signature:

**Any additional information (optional):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Requests will NOT be considered without a parent and teacher signature(s)\*\*\***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Office Use only: Reason Denied:**

- Doesn't meet criteria for a schedule change
- Master schedule doesn't accommodate this request.

**Approved**