

Schedule Change **Request Instructions**

All schedule changes must be requested through a PARENT/GUARDIAN EMAIL to your counselor.

Please email your counselor before **Friday August 21** and allow a few days for schedules to be changed and to be notified.

Please include:

- 1. Student Name**
- 2. Classes requested to enroll/unenroll from**
- 3. Reason for request**

Sample Email:

*Hello Mrs. Anderson,
Jane Doe, 8th grader, would like to request taking Art instead of PE 1st semester. The reason for the request is that she enjoys art better.
Thank you,
Jane's Dad*

Please note we have to also consider leveling of classes when making schedule changes, but we will do our best to accommodate your request the best we can; however, we cannot guarantee your request can be approved.

Requests will not be considered for students wanting to be with friends, a different lunch period, or teacher preference.

Last Name A-L

joy.anderson@cowetaps.org

Last name M-Z

shelby.rowan@cowetaps.org

When looking at your schedule, please make sure you have both 1st and 2nd Semester:

English
Math
Science
Geography(7th)
or US History (8th)
And
3 hours of Electives

Athletes: Please note that you are only enrolled in the sports that you will begin the semester with.

We will make schedule changes to other sports throughout the year as needed!