

MATTITUCK HIGH SCHOOL GUIDANCE DEPARTMENT

PROCEDURES FOR COURSE CHANGES ONCE THE SCHOOL YEAR BEGINS

*** This form does not need to be completed if you are making changes before the school year begins***

*** Changes made prior to school year can be done by simply contacting your counselor via email or phone***

***PLEASE NOTE THAT THESE STEPS SHOULD BE FOLLOWED FOR CHANGES THAT ARE NECESSARY ONCE SCHOOL BEGINS**

1. Course change request will be considered **only if** one or more of the following conditions exist:
 - A. Error in schedule
 - B. Change of decision to take a course
 - C. Course enrollment capacity allows change
 - D. Schedule failed to meet graduation requirements
2. Changes cannot be made for such reasons as:
 - A. Change of teacher**
 - B. To leave earlier unless under approved workstudy program
 - C. AP course under contract agreement
3. If there are any errors on your schedule or if you feel you have a valid request for a change in your schedule, please complete the other side of this form, return the form to either Ms. Gerardi or Ms. Colascione in the Guidance Office.
4. Students will be seen in order of priority. Your counselor will schedule an appointment to discuss the change with you in person.

***Your cooperation with this system will lead to a much speedier resolution
of schedule problems during the first 2 weeks of school!***

COUNSELORS

Email

7 TH thru 8 TH Grades:	Megan Collins	mcollins@mufsd.com
9 th thru 12 th Grades: (Last Name A – H):	Michelle Fussa	mfussa@mufsd.com
9 th thru 12 th Grades: (Last Name I – R):	Jason Mastropierro	jmastropierro@mufsd.com
9 th thru 12 th Grades: (Last Name S – Z):	Brian Lynch	blynch@mufsd.com

***PLEASE NOTE THIS CHANGE FORM IS ONLY TO BE USED
ONCE THE SCHOOL YEAR HAS BEGUN. TO REQUEST A
CHANGE PRIOR TO THE SCHOOL YEAR, PLEASE CONTACT
YOUR COUNSELOR VIA PHONE OR EMAIL.**

CHANGE REQUEST FORM

Please Print Clearly

Last Name _____ First Name _____ Date _____

Grade _____ Guidance Counselor _____

REQUEST FOR COURSE CHANGE

I am requesting the following course changes(s):

<u>DROP</u>	<u>ADD</u>	<u>REASON</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL COMMENTS: _____

