

**Maeser Prep**  
**Class Change Request Form**

Before you fill out this form:

1. If your student's schedule is incomplete (e.g., missing 3rd period), please send an email to their counselor with "Incomplete schedule" in the subject line. You do not need to fill out this form.

Instructions:

1. Fill out **both** sides of this form and have it signed by a guardian.
2. Pay the \$10 non-refundable processing fee, either at the front desk or online. (The first schedule change is free.)
  - a. This applies only to student-initiated schedule changes.
3. Attach your receipt to this form.
4. Submit the form to the front office.

***Note: Many factors determine if a change is possible, such as class size, individual schedule restrictions, classes that are only taught one period, and specialty classes. Occasionally, changing one class may impact other scheduling possibilities. Be aware of this when submitting this form.***

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Guardian phone: \_\_\_\_\_ Guardian Email: \_\_\_\_\_

Option #1

Period	Class Requested
1	
2	
3	
4	
5	
6	
7	
8	

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Option #2

Period	Class Requested
1	
2	
3	
4	
5	
6	
7	
8	

By signing below I understand:

- Not all requests can be accommodated
- The processing fee is non-refundable.
- I am authorizing changes to my student's schedule.
- I will receive an email when the request is processed.
- Once this request has been processed, additional changes will require submitting another Class Change Request Form

Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_