



**EXCELSIOR SPRINGS**  
**MIDDLE SCHOOL**  
*Learners Today, Leaders Tomorrow*

Chris Hubbuch, *Principal*  
 Keelie Stucker, *Assistant Principal*  
 Gail Bush, *Counselor (A-K)*  
 Bob Mason, *Counselor (L-Z)*  
 Jeanne Williams, *Registrar*

701 Crown Hill Road ▪ Excelsior Springs, MO 64024 ▪ 816-630-9230 ▪ 816-630-9236 (FAX) ▪ ms.essd40.com

### 2013-14 Schedule Change Request

All schedule change requests must be approved through the Counseling Center and/or administration. Only requests such as the following will be considered for approval: incorrectly placed in the wrong level of a course, incorrectly placed in the wrong grade level class, scheduled for the same elective twice, missing a course, etc.

All requests for schedule changes will be accepted until **Friday, August 23<sup>rd</sup>**. Decisions will be made and schedules changed by **Thursday, August 29<sup>th</sup>**. Any changes necessary due to academic or behavioral concerns will be made by administration on an ongoing basis throughout the school year.

**Students:** *Please complete the requested information and return it to the Counseling Center for review. Only fully completed requests will be considered. Once a decision has been made, you will be notified.*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course requesting to drop:** \_\_\_\_\_

**Course requesting to add:** \_\_\_\_\_

**Brief explanation/rationale of request:** \_\_\_\_\_

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

_____ <b>Parent/Guardian signature</b>	_____ <b>Comments*</b>	_____ <b>Date</b>
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_____ <b>Teacher signature (drop course)</b>	_____ <b>Comments*</b>	_____ <b>Date</b>
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_____ <b>Teacher signature (add course)</b>	_____ <b>Comments*</b>	_____ <b>Date</b>
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\*Continue comments on back if necessary

**Counselor decision:**     Approved  Denied                      **Initial Here:** \_\_\_\_\_

**Reason for decision:** \_\_\_\_\_

**Administrator decision:**     Approved  Denied                      **Initial Here:** \_\_\_\_\_

**Reason for decision:** \_\_\_\_\_