



**West Essex Regional School District**  
**Guidance Department**  
REQUEST for a SCHEDULE CHANGE SY 2023-2024

Creating the master schedule yearly is a time consuming and difficult process. We take pride in looking at individual requests and place classes during specific periods based on those requests. Dropping and adding courses after we have worked so diligently to ensure that student requests are met, jeopardizes the integrity of the master schedule. Once classes have started, changing a schedule disrupts the learning and teaching process. For these reasons, changes will be accepted during the following time periods:

- 1st Add/Drop Window: June 10- August 24, 2023**  
**\*No new FY or S1 academic course may be added after 8/24/23**
- 11/1/2023 - Last day to drop a class for a study **without** a WP (Withdraw Pass) or WF (Withdraw Fail) on transcript
- 2nd Semester Add/Drop: 1st Day of the 3rd Marking Period**  
**\*No new academic course may be added after the 1st Day of the 3rd Marking Period**
- 4/1/2024 - Last day to drop a class for Study without a WP (Withdraw Pass) or WF (Withdraw Fail) on transcript  
**\*Students can only be enrolled in 1 Study Hall**

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

Drop: \_\_\_\_\_ & Add: \_\_\_\_\_

The reason for this request \_\_\_\_\_

**FOR OFFICE USE:**

Schedule Change Initiated by:

- CST     I&RS     Classroom Teacher     Subject Supervisor     Parent Suggestion     Other

\*Impact on Schedule: Course(s) to be Dropped and Added

Courses to be Dropped	# of Students Enrolled	Teacher	Courses to be Added	# of Students Enrolled	Teacher
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		

**\*Note: The request will not be granted unless the following signatures are obtained:**

	Signature:	Date:
1. Student:		
2. Parent:		
3. Guidance Counselor:		
4. Instructional Supervisor:		
6. Director of Guidance:		
7. High School Principal:		