

Request for Schedule Change

Name _____

Grade _____

Changes to your requests may be made from the mailing of report cards until July 7. After that time, requests and fees will be handled as follows:

- *Once course lists have been sent home, changes will be accepted for a fee of \$50 until July 31. A check made payable to Morris Catholic High School must accompany the request.* (Students who have not been scheduled for either their first choice or for their alternate classes will NOT be charged a fee. The course list will reflect that information.)
- All requests for changes after July 31 will incur a \$75 fee. *A check made payable to Morris Catholic High School must accompany the request.*
- Requests for changes will not be entertained from August 15 until students receive their schedules at orientation.
- Absolutely **no requests for changes** will be accepted after **September 15.**

Please note that any change could change the student's entire schedule.

Classes will not be overloaded to accommodate requests.

All prerequisites must be met in order to enroll in a course. Please check the prerequisites in the Curriculum Guide available at www.morriscatholic.org under Academics.

Scheduling questions should be directed to Mrs. Wintle at jwintle@morriscatholic.org.

Please describe the change you would like to make to your courses.

Student Signature _____ Parent Signature _____

Date _____

Mail this signed form to:

Morris Catholic High School
Scheduling
200 Morris Avenue
Denville, NJ 07834