

Counseling Guide: Course Change Request Form

LC Community Guidebook

LCCS Course Change Request Form

Date Submitted: _____ Time: _____

Course Change requests are accepted for the School year from August 1st to September 19th.

There is a \$20 fee for a course change request. The fee must accompany this form.

←----- Attach a Check made to Lumen Christ here.

Please return this completed form to the LCCS Main Office in order to request a possible course change.

Student Name and Grade:

Describe your course change request, include which course to add, which to drop and the semester or other terms involved.

What is the reason for this course change?

Please Print parent name and phone or email address:

Parent approval signature and date:

This section for administrative use only:

____ Change approved and completed on:

____ Change not approved due to :