MHS Course/Level Change Process

Did Not Waive into Class

Course Change Request Google Form

Prior to 10 Class Sessions full year class/5 class sessions semester class

Post 10 Class Sessions full year class/5 class sessions semester class

Prior to branch
Meet with Counselor

No Notation on Transcript

Post branch
Meet with Counselor

Complete Course/Level Change Form (paper)

Have Counselor, Teacher and Parent sign Change Form

Submit form to Department Supervisor for evaluation

Decision granted or denied

WP or WF will appear on transcript if completed after 10/25

Waived into Class

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