

MVHS Class Change Request Form

Students, every effort has been made to make sure that you not only have the needed classes for graduation but the elective classes that you selected as well. You have had ample opportunity to not only create your schedule but to make changes as well. Most classes are filled to capacity, therefore, we anticipate minimal options for class changes. If you do **need** to make a change we regret we cannot meet with you individually at this time. In order to save you the time of waiting in long lines to make necessary changes to your schedule, we request that you follow these steps.

Steps to making a class change: **Due by July 13** Final Schedules and Fee Payment will be mailed first of August.

1. Log onto your student Skyward website and **check your 2012-2013 schedule**. Your schedule may have been changed due to staff and class period changes.
2. You can access the 2012-13 Master Schedule & the Course Description Guide on the MV website. Choose Counseling.
3. If you are missing a class in your schedule for next year or you need to make a change, you can submit the form through **e-mail or bring in person to MVHS Main Office by July 13. Please mail form by July 10.**

If you choose to e-mail, an electronic version of the class change form can be found on the MVHS website at www.mvhs.alpineschools.org Choose Counseling. Save the class change form as a document to your computer. Fill in your requests on the form and e-mail back to your counselor.

E-mail:	A - C + D (11 th)	Joyce Harrison	jharrison@alpinedistrict.org
	D (10 th & 12 th) + E - J	Tim Blatter	tblatter@alpinedistrict.org
	K-P	Rodger Smith	rsmith@alpinedistrict.org
	Q-Z	Lisel Robert	lrobert@alpinedistrict.org

Mail: MVHS ATT: Guidance Office/12-13 Schedule 665 West Center St. Orem, UT 84057

By Person: MVHS Main Office Monday-Friday 8 AM- Noon or 1 PM - 3 PM

Check Skyward about one week after submitting your response to see if your schedule has been finalized.

Name _____ Student ID _____ Grade 10 11 12

E-mail _____ Phone Number _____ Date _____

Per	Remove This Class	Teacher (opt.)	Sem	Requested Class	Teacher (opt.)	Sem
A1			1 2			1 2
A2			1 2			1 2
A3			1 2			1 2
A4			1 2			1 2
B5			1 2			1 2
B6			1 2			1 2
B7			1 2			1 2
B8			1 2			1 2

Sem= Semester As needed, e-mail Counselor to remove or add periods 09, 10,11,12 that meet **before** and **after** school.

Comment _____ JH TB RS LR In Computer