

# Schedule Change Request, 2022-23

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

In order to make a schedule change, you must complete this form and receive approval from the following people: the department chair(s) involved in the change, your parents(s)/guardian(s) (a note or email is okay) and finally, your division head. The division head will not provide approval until all of the others have been completed. You may then receive a note from the scheduler indicating whether or not the change is possible. Janet Wilson, our scheduler, may be contacted at [wilsonj@aa.edu](mailto:wilsonj@aa.edu).

Please note the following:

1. Receiving approval from all the parties involved does **not** guarantee the change will be possible.
2. You must maintain a load of at least five courses to retain enrollment at Albuquerque Academy.
3. The change is official with the permission from the division head. At that point, you will receive the updated schedule from Ms. Wilson and begin attending your new classes.

## DROP

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

Teacher: \_\_\_\_\_

## ADD

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

Reason for the change request: \_\_\_\_\_

Department chair's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Department chair's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Division Head's approval: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: CLASS SIZE MAY PREVENT A SCHEDULE CHANGE.**

8-9 Division Head, Elizabeth Payne	<a href="mailto:payne@aa.edu">payne@aa.edu</a>
10-12 Division Head, David Kim	<a href="mailto:kim@aa.edu">kim@aa.edu</a>
Computer Science, Mr. Fowler	<a href="mailto:fowler@aa.edu">fowler@aa.edu</a>
Counseling & Human Dev, Ms. Dragone-Gutierrez	<a href="mailto:dragone-gutierrez@aa.edu">dragone-gutierrez@aa.edu</a>
English, Ms. Buron	<a href="mailto:buron@aa.edu">buron@aa.edu</a>
Experiential Ed, Ms. Councill	<a href="mailto:councill@aa.edu">councill@aa.edu</a>
History, Ms. Glenn	<a href="mailto:glennk@aa.edu">glennk@aa.edu</a>
Mathematics, Ms. Hulett	<a href="mailto:hulett@aa.edu">hulett@aa.edu</a>
Performing Arts, Mr. Hogle	<a href="mailto:hogle@aa.edu">hogle@aa.edu</a>
Physical Education, Ms. Logsdon	<a href="mailto:logsdon@aa.edu">logsdon@aa.edu</a>
Scheduling, Ms. J. Wilson	<a href="mailto:wilsonj@aa.edu">wilsonj@aa.edu</a>
Science, Ms. Good	<a href="mailto:good@aa.edu">good@aa.edu</a>
Visual Arts, Mr. Mullane	<a href="mailto:mullane@aa.edu">mullane@aa.edu</a>
World Languages, Dr. Schlesier	<a href="mailto:schlesier@aa.edu">schlesier@aa.edu</a>