



BERLIN BROTHERSVALLEY HIGH SCHOOL
 1025 MAIN STREET
 BERLIN, PENNSYLVANIA 15530
 814-267-4622 • FAX: 814-267-6060
 "HOME OF THE MOUNTAINEERS"

Brian Thompson
 High School Principal

Christy D. McMillen
 High School Guidance Counselor

Dear Parent/Guardian:

Your student has requested a course change in his/her schedule for the 2019-2020 school year. Since your student's current schedule was created following a meeting with our school counselor and your approval was indicated by your signature, schedule changes will only be made under the following conditions:

- (1) **Scheduling error**—Schedule is inconsistent with course selections verified with your signature.
- (2) **Add/Exchange a course**—Determined by the availability of the course and classroom space.

The scheduling of students and teacher assignments for the 2019-2020 school year was determined by original student course requests. Therefore, the student must have a legitimate reason for a schedule change to be considered by the high school administration. Please complete the following information and have your student return this completed form to the BBHS office.

PLEASE NOTE: The summer drop/add period begins on Tuesday, August 13, 2019 and concludes on Monday, August 19, 2019. Any other schedule change requests can be made from Tuesday, August 27-Friday, September 6. Any student who requests to drop a course after September 6, 2019 will receive an "F" in that class. Schedule change forms will not be accepted from August 20-26.

Student Name _____ Grade _____

Change Request/Reason for Request (Please be specific)

Parent Signature: _____ Date: _____

If you have any further questions, please call (814) 267-4622.

Sincerely,

Brian Thompson
 Principal