



Schedule Change Request Form

Aspire Langston Hughes Academy

Term: _____

Student Name: _____ Grade: _____

Best Email(s) for Communication (if submitted before the start of the school year):

- Email 1: _____
- Email 2: _____

Please write what your schedule change request is here.

Why are you requesting this change?

Student Signature: _____

Date: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT

(required if requesting a change for a reason other than an error)

I, _____, the parent/guardian of the student above, am aware of the change my student is requesting and agree to my student's request.

Parent/Guardian Signature: _____

Date: _____

SCHEDULE CHANGES ARE ONLY MADE IF THERE IS AN ERROR OR AN ACADEMIC NEED. All other requests will be directed to Administration and must be approved by the principal or principal designee. All areas of the form must be completed. Parent/Guardian signature is required. All schedule change requests must be submitted to the Academic Counseling Department (Room 411) no later than Friday, August 5, 2022. No requests will be accepted after this date.

Academic Counseling Department Use Only

Academic Counselor who reviewed the request.

- Mr. Espinoza (A-G)
Email: Ernesto.Espinoza@aspirepublicschools.org

- Mrs. Castanon (H-P)
Email: Imelda.Castanon@aspirepublicschools.org

- Ms. Muniz (Q-Z)
Email: Kristen.Muniz@aspirepublicschools.org

The student's request is:

- Approved (see attached for new schedule)

- Denied

- Referred to Administration

The request was denied/referred to Administration because (Complete only if applicable)

Additional notes

Should the student or parent/guardian have any questions or concerns regarding the schedule change request, please feel free to reach out to the Academic Counselor who reviewed your request. Academic Counselors may be reached via phone (209-943-2389) or at their respective emails.

Counselor Signature: _____

Date: _____

SCHEDULE CHANGES ARE ONLY MADE IF THERE IS AN ERROR OR AN ACADEMIC NEED. All other requests will be directed to Administration and must be approved by the principal or principal designee. All areas of the form must be completed. Parent/Guardian signature is required. All schedule change requests must be submitted to the Academic Counseling Department (Room 411) no later than Friday, August 5, 2022. No requests will be accepted after this date.