



Name of Student: \_\_\_\_\_

(print)

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

Home Campus: (circle) CRHS KHS MCHS MRHS OTHS PHS RHS SLHS THS

## COMMITMENT TO ATTEND 2019-2020 Guidelines for Schedule Change

All of the career courses at Miller Career & Technology Center (MCTC) represent a commitment to attend MCTC for a full school year. MCTC career courses include a coherent sequence of curriculum for two semesters. Due to the attendance for credit statute, a student must be in class 90% of the time or complete credit restoration. Schedule changes after the 10<sup>th</sup> day of school or at mid-year leave an opening that cannot be filled by another student. A change to the original MCTC course request must be received on or before the 7<sup>th</sup> day of school in the fall semester. Approval for changes after that time will be rare, require administrator approval, and meet one of the reasons described below. Dropping a career course at the end of the first semester will occur only due to these reasons. No changes will be made after the beginning of the spring semester (January 7, 2020) without extenuating circumstances.

Please request MCTC course changes through the MCTC Counselor at [MCTC@katyisd.org](mailto:MCTC@katyisd.org)  
Contact us immediately if you have decided to decline your acceptance to Miller.

### Reasons for a Schedule Change after the seventh day of school and/or at the end of the first semester:

1. Failure of a course in the previous semester (including summer school) that is required for graduation, which directly impacts the student's ability to remain at MCTC.
2. Requirement to attend special courses for remediation, credit recovery, graduation, etc.
3. Failure to abide by a Principal's Probationary Contract.
4. Students who commit an offense resulting in an Opportunity Awareness Center (OAC) placement during the 2019-2020 school year may be eligible to return to Miller following their days served.
5. Petition for PreAP/AP Course Exit (applicable for PACE and Online Independent Study & Mentorship courses only) may or may not be granted.
6. Extenuating circumstances as approved by the Principal or designee.

I understand all MCTC career courses are a FULL YEAR COMMITMENT and have reviewed the above Guidelines. I understand this form represents a commitment to my course request for 2019-2020 (due to the importance of allowing students on the Wait List the opportunity to be in a course).

X \_\_\_\_\_  
Parent Signature

X \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date