

Course Request Worksheet 2024-2025



Last Name **First Name** **ID#**

Next Year's Grade Level **Endorsement**

<i>1st Semester</i>			<i>2nd Semester</i>	
	Course #	Course Name	Course #	Course Name
<i>Example</i>	<i>0102</i>	<i>English 2</i>	<i>0102</i>	<i>English 2</i>
<i>Example</i>	<i>1520</i>	<i>Professional Communications</i>	<i>0505</i>	<i>Health</i>

<i>1st Semester</i>			<i>2nd Semester</i>	
	Course #	Course Name	Course #	Course Name
1				
2				
3				
4				
5				
6				
7				

Alternate electives in order of preference (must list 3):

	Course #	Course Name
1		
2		
3		

<i>SUMMER SCHOOL 2024 Course(s)</i>
Course:
Course:
CBE (credit by exam):

Please list course to replace CBE:

INSTRUCTIONS:

- 1) List courses requested.
- 2) Make sure you complete both semesters and have 7 total classes each semester.
- 3) Indicate name of the course and course # for each course requested.
- 4) List three full credits of alternate choices in order of preference.
- 5) Complete CoursePlanner in SchoolLinks. **NOT REQUIRED THIS YEAR**
- 6) Student and parent must sign and return by:

Course verification will occur the week of March 18th in Schoolinks and will be the last time to make course changes.

KATY ISD SCHEDULE CHANGE PROCEDURE— No changes will be made except for the following reasons:

- 1) Student is missing or failed a prerequisite course.
- 2) Change in program (athletics, band, choir, orchestra, etc.)
- 3) Duplicate credit earned
- 4) Change in course level as recommended by teachers & counselors with parental knowledge & principal approval.
- 5) Failure to meet the standard on the STAAR/EOC test.

Elective changes are NOT allowed.

COURSE LEVEL CHANGES: As per the Katy ISD Grading & Reporting Handbook policy, students may only level down to an academic course within established time frames.

- Students may request to level down to the academic level of a course at the start of each semester by the established campus deadline.
- Students may Petition to Exit a KAP course if they meet the outlined criteria, have a grade of a 75 and below, and a completed Petition to Exit form with the teacher and grade level administrator's approval at the end of the six weeks. Must meet campus deadline to submit form.

Parents/Guardians:

I have reviewed my child's course selections for next school year, and I approve of their choices and alternates.

Parent/Guardian Signature

Student Signature