

# Course Request Worksheet 2025-2026



Last Name First Name ID#

Next Year's Grade Level Endorsement

## 1<sup>st</sup> Semester

## 2<sup>nd</sup> Semester

	Course #	Course Name	Course #	Course Name
Example	0102	English 2	0102	English 2
Example	1520	Professional Communications	0505	Health

## 1<sup>st</sup> Semester

## 2<sup>nd</sup> Semester

	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		

## SUMMER SCHOOL 2025 Course(s)

**\*\*must be approved by counselor\*\***

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 Course Planner in SchoolLinks. **NOT REQUIRED THIS YEAR**
- 6) Student and parent must sign and return to student's English teacher by **Monday, January 27<sup>th</sup>**. Course verification will occur the week of March 17<sup>th</sup> and **will be the last time to make course changes.**

Are you applying to Miller (10<sup>th</sup>/11<sup>th</sup> grades)? Yes or No

## 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.
- 6) Students cannot go to a face-to face course from a virtual course.

**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 and pending availability.

- 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. I understand that upper-level math and science courses are subject to availability (11<sup>th</sup> and 12<sup>th</sup> grade students). If the course is full, the counselor will schedule an open math or science course which is appropriate for the student based on the previous course enrollment.*

Parent/Guardian Signature

Student Signature