

# Counseling Guide: Course Change Request Form

## LC Community Guidebook

LCCS Course Change Request Form

Date Submitted: \_\_\_\_\_ Time: \_\_\_\_\_

**Course Change requests are accepted for the 2022- 2023 School year from August 1st to September 19th.**

There is a \$20 fee for a course change request. The fee must accompany this form.

←----- Attach a Check made to Lumen Christ here.

Please return this completed form to the LCCS Main Office in order to request a possible course change.

Student Name and Grade:

\_\_\_\_\_

Describe your course change request, include which course to add, which to drop and the semester or other terms involved.

\_\_\_\_\_  
\_\_\_\_\_

What is the reason for this course change?

\_\_\_\_\_

Please Print parent name and phone or email address:

\_\_\_\_\_

Parent approval signature and date:

\_\_\_\_\_

This section for administrative use only:

\_\_\_\_ Change approved and completed on:

\_\_\_\_ Change not approved due to :