



**Myron B. Thompson Academy**

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*Registrar's Office*

**PROGRAM CHANGE  
FORM**

**PROCEDURE:**

1. The parent/guardian must submit the program change request to his/her child's counselor by the deadlines listed below. A signature by the parent/guardian is required.
2. The counselor will check the student's schedule and transcripts before signing the program change form.
3. Schedule changes will be made by the Registrar's Office.
4. Program changes must have the appropriate signatures before program changes are made.
5. This form will not be accepted from a student without a proper signature.

Name of Student:

Grade Level:

**Program change form must be submitted by the following dates:**

Quarter 1:	August 7, 2020	Semester 1:	August 7, 2020
Quarter 2:	October 16, 2020		
Quarter 3:	January 8, 2021	Semester 2:	January 8, 2021
Quarter 4:	March 25, 2021		

I authorize the following changes for my child:

Dropping:

Term:

Dropping:

Term:

Adding:

Term:

Adding:

Term:

**Reason for program change:**

- computer or clerical error
- credit deficiencies
- misplacement in grade level
- teacher's decision
- administrative decision

- scheduling error
- misplacement in ability level
- summer school attendance
- counselor's decision
- doctor's waiver

Other:

Parent Signature:

Date:

**\*\*Students enrolling after initial start date are responsible for all back work.**

Signature of Counselor:

Date:

The Principal's signature is required after the deadline.

Approved

Not Approved

Signature of Principal:

Date:

**COMPLETED**

EMAILED

TYPING

POWERSCH

WEBMAIL

CANVAS

MSCORE