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, 2026	Semester 1:	August 7, 2026
Quarter 2:	October 16, 2026		
Quarter 3:	January 8, 2027	Semester 2:	January 8, 2027
Quarter 4:	March 25, 2027		

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**	☐