

Loudoun Valley High School Schedule Error Form

If your schedule has an error, please complete the information below.

Please note! We are not able to change teachers, lunch shifts or the classes you registered for last year.
The deadline for changing course requests with your counselor was June 3, 2020.
The deadline to submit DE Intent Forms to your school counselor was May 1, 2020.

Student Name(PRINT): _____ Grade: _____ Counselor: _____

Student Email: _____ Student Cell: _____

Incorrect Course(s): _____ FY or Sem. 1 or Sem.2

Correct Course(s): _____ FY or Sem. 1 or Sem.2

Please indicate the reason/s below:

- | | |
|---|--|
| <input type="checkbox"/> Level Change | <input type="checkbox"/> Missing Study Hall |
| <input type="checkbox"/> Elective Change | <input type="checkbox"/> Different Course: Passed last year |
| <input type="checkbox"/> Too few courses | <input type="checkbox"/> Different Course: Passed in Summer School |
| <input type="checkbox"/> Too many courses | |
| <input type="checkbox"/> Other: _____ | |

Student Signature **

Date **

****Please SAVE completed form and email directly to your school counselor for processing. Thank you!**

School Counselors

Freshman & Sophomores

A-K Mr. Smith Charles.Smith@lcps.org
L-Z Mr. Hall Paul.Hall@lcps.org

Juniors & Seniors

A-G Mrs. Grim Candala.Grim@lcps.org
H-O Mrs. Frie Adria.Frie@lcps.org
P-Z Mrs. Cook Shelli.Cook@lcps.org

Counselor Notes:

For Office Use Only

Date Initials

Date Received

Date Change Made in Phoenix

Request Denied (if applicable)