



Kim M. Bruno, Principal  
Laura van Keulen, AP Data and Technology

Tuesday, December 15, 2009

## Spring 2010 Programming Letter

Dear Students,

Today you will receive two papers in OP:

1. a **tentative schedule** for the spring semester
2. a **Program Change Request Form**

Please take the time to review the classes for which you are programmed. Note that most of your teachers' names are not recorded in the draft version of the schedule you will receive. If you feel that you need to alter your schedule, please fill out the Program Change Request Form and bring it to Ms. van Keulen's new office in **Room 261** by the end of the day on **December 17**.

We will only make program changes for one of the following reasons:

1. to fulfill graduation requirements
2. to correct an error; e.g., if a class is missing *or* if you passed a class in PM School or in previous years and your schedule does not reflect this
3. to add a lunch period if you did not have one during the first semester
4. to give you physical education if you participated in a team sport and will not be part of a sports team in the spring
5. to fill a study period

Please understand that if you request a program change involving an elective or studio class, a number of your teachers may need to be changed. We will not modify a schedule again to accommodate a request for a certain teacher.

Altering a schedule may also mean switching your schedule to start earlier or later. A student requesting a program change might also have to be assigned a study period.

**Seniors:** We do not allow students to drop AP classes or electives for the second semester unless extenuating circumstances are presented to the counselor.

**All Students:** Please follow the schedule below. Late program change requests will **not** be honored. For more information, visit **LaGuardiaArtsProgramOffice.org**.

# LAGUARDIA ARTS PROGRAM CHANGE REQUEST FORM (S10)

Program changes are made to correct errors in a student's schedule. Please see the menu of options on the opposite side for legitimate reasons to ask for a program change. Be aware that if you ask for a program change, the order of all of your classes might change.

Please bring this completed form to your guidance counselor when you see him or her.

**DUE DATE FOR PROGRAM CHANGE REQUEST: DECEMBER 17, 2009**

Add Course Title	Drop Course Title	Reason # (See front for this info.)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date