



Request for Modified Schedule

Name: _____ **Grade:** _____ **Age:** _____ **Date:** _____

You must complete this form thoroughly before the counselor can place you in a course without academic content. Check the schedule modification(s) you are requesting. Guidelines for each of the four categories are listed on the back.

_____ Inside Work Experience (IWE)/Student Tutor

Class: _____ Teacher: _____ Period(if known): _____

_____ Reduced Schedule (fewer than 6 classes in schedule)

_____ Unscheduled Period (6 classes, gap in schedule)

_____ Repeating a class previously passed with a C or better (UC A-G courses only)

Explain how you will benefit from serving as an IWE, having an unscheduled period, or having fewer than 6 classes. Be specific.

You must obtain all signatures in this order:

1. Parent / Guardian: _____ Date: _____

2. Student: _____ Date: _____

3. Teacher (if applicable): _____ Date: _____

4. Counselor: _____ Date: _____

5. Administrator: _____ Date: _____

When complete, return this form to your counselor.

Guidelines for submitting this application

IWE/Student Tutor

Assist teacher with students

Assist teacher with lab or material setup

Provide office clerical support

I will receive extra instruction in _____

IWE ELIGIBILITY REQUIREMENTS

- Students must have and maintain a **2.0 minimum GPA**. Student's GPA: _____ (Exceptions can be made by providing a written explanation that will be reviewed by the counselor and teacher.)
- Students may take a maximum of one period of IWE each semester.
- **Students may earn only 20 IWE credits** at Casa Grande High School. Current IWE credit total: _____.
- Any student violating confidentiality, misusing office forms or equipment, leaving the workstation without permission, or behaving in an irresponsible manner may be dropped without credit.
- Students with unexcused absences during the TA period may receive a failing grade in accordance with school policy.

Reduced Schedule - Fewer than 6 Classes on Campus

Enrolled in a course at another institution _____ (attach proof of enrollment)

Enrolled in an online course at _____ (attach proof of enrollment)

Medical reason for fewer than 6 classes (counselor must know reason or include documentation)

Need one period for independent study to survive heavy course load (include reason in statement)

Work 10+ hours per week (attach proof of employment, work permit application, and/or pay stub)

Volunteer 10+ hours per week at _____ (attach proof of volunteerism)

Unscheduled Period - 6 Classes, Gap in Schedule

Schedule includes 0 period

Schedule includes after school class _____

Use the open period to study

Work 10+ hours per week

Volunteer 10+ hours per week at _____

Repeating a Class Previously Passed with a C or Better (UC a-g courses only)

Course is a repeatable performance course (e.g. 3D Animation, Acting, Band, Choir, Computer Graphic Design, Environmental Conservation, or Journalism). Include Teacher signature.

Please Note: Beginning in the 2016-17 school year there is new State of California legislation, AB 1012, that will affect scheduling for students who choose a reduced schedule or a teacher's assistant position during the school day. This legislation arose out of a class action lawsuit which alleged that students enrolled in certain courses, such as "Inside Work Experience" or "Minimum Day" were not receiving meaningful instruction in violation of the California Constitution's guarantee of an equal education opportunity.

The new legislation, AB 1012, defines a reduced schedule, "Minimum Day" in Petaluma City Schools or TA as a "course period without educational content." It is true that these "courses" do not contain standardized curriculum of any subject, but have been offered to students to allow them time to study, complete homework, complete volunteer or paid work in the community, or to help teachers in their classrooms. AB 1012 provides criteria for the four situations listed above when it is allowable for students to take a "course period without academic content." The purpose of this application is to insure that when AB 1012 applies to any scheduling request, the proper steps for approval are followed. If you have questions about this form or the legislation and what it means for our students, please contact your student's counselor.