



West Chester Area School District
WEST CHESTER BAYARD RUSTIN HIGH SCHOOL
 1100 Shiloh Road, West Chester, Pennsylvania 19382

Dr. Michael Marano, Principal
 Counseling Phone: 484-266-4311/4318
 Counseling Fax: 484-266-4321

SCHEDULING ERROR FORM

This form should be completed and submitted to the Guidance Office for correction of the following scheduling errors:

- Clerical errors (e.g. English 9 instead of English 10)
- Too few credits for your grade
 - 9th Grade – 6.0 credits
 - 10th Grade – 6.0 credits
 - 11th Grade – 6.4 credits
 - 12th Grade – 5.4 credits
- Failure of a sequential course (scheduled for Geometry after failing Algebra 1)
- Lunch requested but not scheduled
- Omission of a course for graduation

In order to resolve scheduling conflicts quickly, please return this completed form to your Guidance Counselor. Counselor caseloads and contact information are list below:

Donna Foley (A-C)	email: dfoley@wcasd.net	phone: 484-266-4329
Shaz Brown ((D-Ha)	email: sbrown3@wcasd.net	phone: 484-266-4327
Brian Lindros (He-Ma)	email: blindros@wcasd.net	phone: 484-266-4326
Bobbie Alvanitakis (Mc-Ro)	email: balvanitakis@wcasd.net	phone: 484-266-4331
Tim Bryan (Ru-Z)	email: tbryan@wcasd.net	phone: 484-266-4328

PLEASE NOTE: Requests are not always able to be scheduled due to irreconcilable conflicts and specific teacher requests will not be honored.

STUDENT NAME: _____ **GRADE:** _____

Check all that apply: Clerical Too few credits Sequential course failure Lunch

REQUESTED RESOLUTION:

Parent Signature: _____ Date: _____

Daytime Phone #: _____ Evening Phone #: _____

Parent Email address: _____