



City Honors School

AT FOSDICK-MASTEN PARK

William A. Kresse, Ph.D. PRINCIPAL Tandy J. Hamilton ASSISTANT PRINCIPAL Angela R. Hannah ASSISTANT PRINCIPAL Carla L. McDow ASSISTANT PRINCIPAL

Dear Parent/Guardian:

Below you will find a “Missing Course/Schedule Adjustment” form. If you believe your child has been incorrectly placed in a course, or is missing a requested course, please complete this form and return it to City Honors School, (Attn: School Counseling Office) **by Wednesday, September 13**. School Counselors will review the requests, and will make necessary changes. Adjusted schedules will be provided as soon as possible. As per the course request process completed last spring, classes requested may not be dropped. All students must work toward our magnet school graduation requirements. Class change requests based upon teacher or time preference cannot be honored in order to preserve class size balancing.

Thank you for your cooperation. We look forward to working with you and your child during the school year. Enjoy the final days of this beautiful Buffalo summer!

City Honors School Missing Course/Schedule Adjustment

(Please Print) Name: _____ Grade Level: ____ Date: _____

Class needed/missing:

Reason change is requested:

