



# City Honors School

AT FOSDICK-MASTEN PARK

William A. Kresse, Ph.D. PRINCIPAL

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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: Guidance Department) as soon as possible. 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 year, classes requested may not be dropped. 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!

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City Honors School  
**Missing Course/Schedule Adjustment**

*(Please Print)*

Name: \_\_\_\_\_  
\_\_\_\_\_

Grade Level:

\_\_\_\_\_

Date:

**Class needed/missing:**

\_\_\_\_\_  
\_\_\_\_\_

**Reason change is requested:**

\_\_\_\_\_  
\_\_\_\_\_

