nassau BOCES
Board of Cooperative Educational Services

Joseph M. Barry Career & Technical Education Center
Career and Technical Education
1196 Prospect Avenue • Westbury, NY 11590

COURSE REQUEST/CHANGE/WITHDRAWAL FORM

School Year 20___ –20___

Please type or print

Return this form, to attention of the PPS staff member at Barry Tech or fax to 333-8135 (Central Registration).

Student's Last Name	Student's First Name	Student District ID#:	M.I.	Present Grade

District	High School	Counselor

CHANGE REQUESTED: ☐ Course ☐ Placement* ISP ☐ Placement* Regular ☐ Session ☐ Withdrawal

From Current Course _____ Session _____ To New Course _____ Session _____

Reason for Change or Withdrawal *Please Check Appropriate Box(es)*

- ☐ Barry Tech Request
- ☐ CSE Committee Decision
- ☐ Did Not Get First Choice
- ☐ District Home Suspension
- ☐ Failing Grades
- ☐ Medical
- ☐ Moved Out of District Moved to:_____
- ☐ Parent Request*
- ☐ Other_____
- ☐ Poor Attendance
- ☐ Scheduling Conflict at Barry Tech AM/PM
- ☐ Scheduling Conflict at Home School
- ☐ Student Decided Not to Attend*
- ☐ Student Changed Their Mind*
- ☐ Student Not Appropriate for Barry Tech*
- ☐ Transportation Problem
- ☐ Withdrawn from Home School*

*Requires Explanation (attached or in Classmate)

ACADEMIC SERVICES REQUEST

Please Check Appropriate Box(es)

☐ None	☐ Applied Math (1 credit)	☐ English 11 Regents (1 credit)	☐ U.S. History Regents (1 credit)
☐ Applied Science (1credit)			☐ Participation in Gov't (½ credit, Fall)
☐ Environmental Science (½ credit, Fall)	☐ Non-Regents Algebra 2/Trig (1 credit)	☐ English 12 (1 credit)	☐ Economics (½ credit, Spring)
☐ Bioethical Science (½ credit, Spring)	☐ Regents Integrated Algebra (1credit)	☐ Health (½ credit)	☐ Physical Education (½ credit)

PLEASE NOTE FOR BARRY TECH STUDENTS: Enrollment in a credit-bearing academic course results in a reduction of career education hours earned. (Remember to always look for integrated academic courses in CTE.)

Student's Signature	Parent or Guardian's Signature	High School Counselor's Signature
Date	Date	Date

Authorizing school district signature _____ Date _____

FOR NASSAU BOCES USE ONLY

Barry Tech PPS staff signature _____ Date _____

Nassau BOCES administrator signature _____ Date _____

Date change entered in Classmate: _____ Person who made the change: _____