

底特律中文学校 2022-2023 学年中文课换课流程

第一步：家长跟现在上课班级的老师讨论协商。如果老师同意学生从本班调出，请继续第二步。如需教务长介入协调换课事宜，请家长联系教务长。

第二步：家长填写“ACSGD Class Adjustment Application.docx”，手工签名。Email已经签字的表给现在上课班级的老师。

第三步a：家长支付调课费10\$。在开学两周后，如因学生和家长等个人原因调换班级，加收换课手续费用10美金（每次、每门课）；如因学校原因调整班级，将不收取调课费用；

第三步b：现在上课班级的老师签名。

- a) 老师可以手工签名此表格后email给教务长。
- b) 或者直接email教务长（使用以下格式）：“本人，xx老师，同意xx同学从xx班调出。”此法需attach带有家长签名的换课申请表。

第四步：教务长签字。

- a) 教务长可以手工签名此表格后email给注册副校长。
- c) 或者email注册副校长（使用以下格式）：“本人，xx，同意xx同学从xx班调出xx班。”此法需attach带有家长和老师签名的换课申请表。

第五步：注册副校长在系统内为学生调课。

ACSDG 2022-2023 School Year Class Adjustment Policy

Step1:

- The requester discusses the class adjustment application with the current class teacher. If the teacher agrees, please go to Step2. The education principal may be involved in the conversation.

Step2:

- The requester fills out "ACSGD Class Adjustment Application.docx". Signature is required and dated. After that, the requester sends the signed form to the current class teacher.

Step3.a:

- The change class processing fee 10\$ is paid to ACSGD, if the request happens after the second class.

Step3.b

- The current teacher signs the class adjustment form, then email it to the education principal.
- Or the current teacher emails the education principal with the format "**xxx, agrees xxx to drop xxxx class.**" The requester-signed form must be attached with this email.

Step4:

- The education principal signs the received class adjustment form, then email it to the registration principal.
- Or the education principal emails the registration principal with the format "**xxx, agrees xxx to drop xxxx class and move to xxxx class.**" The requester-teacher-signed form must be attached with this email.

Step5:

- The registration principal makes the class adjustment in the system.