

SCHEDULE CHANGE POLICY & PROCEDURE

A great deal of time is invested in both the registration and scheduling process. The basis for building a master schedule, for any school year, are the requests made by our students during registration. Each individual course request made in the spring affects the final schedule for the next school year. Staffing, room assignments, and the number of course sections are all determined by these choices. Therefore, when students make their course selections, it is understood that their schedule will reflect these choices.

For the above reasons, schedules will NOT be changed unless the request meets one of the following criteria.

The student...

- did not pass a class that is a pre-requisite for another class
- passed summer school coursework that necessitates a change
- needs a specific course that is a graduation requirement
- has been placed in the wrong level class
- has been placed in a class that he/she has already taken and passed
- has a medical reason (written documentation must be provided)
- elective (for Seniors & some Juniors) is needed for pathway completion

If the student's request meets one of the above criteria, then a schedule change request form must be submitted within the first three days of school. Schedule change request forms are located in the counselor's office.

The following represents reasons not considered acceptable for schedule changes:

- student does not like the teacher or considers him/her to be "too hard"
- GPA is being affected
- class is not a specific graduation requirement
- student wants to join friends in a particular class
- a specific teacher is preferred
- non-completion of summer assignments (for Honors/AP classes)
- student prefers another elective

Process for Requesting a Schedule Change:

- If the student has an acceptable reason for requesting a schedule change (see list above), he/she should pick up a schedule change request form from the counseling office.
- This may be done before school, during lunch or between classes. No student should request permission to leave class to pick up a form or to meet with a counselor to discuss a change.
- Because there is a streamlined process for schedule changes in place, and to promote student academic responsibility, parent requests for schedule changes by phone or email will not be considered. Students MUST complete a schedule change request form. This will help make the process more efficient.

Process for students wishing to change out of Honors, Pre-AP, or AP level courses:

- In order for a student to change out of an advanced academic course, a parent conference (in person or by phone) must be scheduled.
- If student and parent wish to change the student out of an advanced academic course at the beginning of the school year a "meeting request" form must be submitted to the counseling office within the first three days of school.
- After the first three days of school student must remain in the advanced academic course until the sixth week of school.
- If student and parent wish to change the student out of an advanced academic course during the sixth week of school, they must submit a "meeting request" form to the counseling office.
- The counseling office will schedule a parent conference only and after the "meeting form" is submitted.
- Campus principal must approve advanced academic course schedule change request during the sixth week of school.
- After the sixth week of school student must remain in the advanced academic course for the remainder of the school year.
- Campus principal has the discretion to change a student's schedule at the end of the first semester, if the student was unsuccessful (failed) in an advanced academic course for the first school semester.