

Students and parents should give careful consideration in developing a sound educational plan and appropriate requests for student schedules for the upcoming school year. Students and parents are urged not to create scheduling requests with the idea that it can be changed later. Courses chosen during the scheduling process in March are treated as final selections.

Schedule changes will ONLY be made for the following reasons:

- Failure of a course the previous year
- Successful completion of summer school
- Classes that are in the students schedule and were not requested by the student
- Students leaving for College Credit Plus Courses
- Counselor, parent, and administrator agreement that a change is educationally beneficial for the student.

Student schedules will be made available on PowerSchool August 1. If a student is requesting a schedule change based on 1 of the 5 reasons listed above, they must contact their counselor PRIOR TO THE FIRST DAY OF SCHOOL.

After school starts, the only schedule changes that will be made are:

- Dropping a course for a study hall
- Changing study hall to student assist
- Changing levels based off of misplacement

Rationale:

- A lot of time and energy is put into students carefully considering their course requests for the next school year
 - Teacher recommendations
 - Individual counseling conferences
 - Extended advisory for a full week
- Sections, staffing, and master schedule decisions are all made based off course requests
- Help promote thoughtful course selection and student responsibility
- Help maintain classroom balance across class periods and courses
- Improved student attendance in class at the start of the semester to allow teachers to begin instruction
- Increase counselor availability at the start of each semester to better serve student needs

SCHEDULE CHANGE REQUEST SHEET

STUDENT NAME _____ COUNSELOR _____ DATE _____

STUDENT ID # _____ GRADE _____ CTC: Yes No (circle one)

REASON FOR SCHEDULE CHANGE (please check what applies)

____ Failure of a course last year/not meeting prerequisite

____ Successful Completion of Summer School

____ Scheduling Conflict created by the Master Schedule

____ Leaving for College Credit Plus

____ Change is educationally beneficial (please explain) _____

Class to be changed: _____

Class to be added: _____

*****A parent signature is required if you are changing a course. Having a free period (student assist, study hall, unassigned) WILL lower your weighted GPA and rank.**

PARENT SIGNATURE _____

CLASS DROP TO STUDY HALL

STUDENT NAME _____ COUNSELOR _____ DATE _____

STUDENT ID # _____ GRADE _____ CTC: Yes No (circle one)

CLASS TO BE DROPPED: _____

REASON FOR CHANGE: _____

*****Teacher and parent signature are required if you are dropping a class. Dropped courses will be replaced with study hall or student assist. Having a free period (student assist, study hall, unassigned) WILL lower your weighted GPA and rank.**

PARENT SIGNATURE _____

TEACHER SIGNATURE _____