

SCHEDULE CHANGE POLICY

FINAL SCHEDULES ARE ISSUED ON THE FIRST DAY OF SCHOOL. SCHEDULE CHANGES ARE NOT PERMITTED AFTER THIS TIME UNLESS THEY MEET THE SCHEDULE CHANGE POLICY.

SCHEDULE CHANGE PROCEDURE

Student and parent(s) should note that class schedules are finalized prior to school beginning in the fall. Parent's signature is requested on this Scheduling Request Card issued to the student, acknowledging that the parent has perused the student's selection of classes; however, the lack of a parent signature **does not** negate the Schedule Change Procedure below.

Some students may require schedule changes; however, before initiating a schedule change request for a student please review the following with the student in question.

PER SITE-BASED COUNCIL, STUDENTS MAY REQUEST SCHEDULE CHANGES WITHIN THE FIRST FIVE SCHOOL DAYS OF A NEW CLASS FOR THE FOLLOWING REASONS:

- A student has been placed in a class that s/he has already taken and passed.
- A student has not been placed in a class that s/he needs for a requirement.
- A student has been placed in the wrong class.

*All schedule changes should be initiated through a classroom teacher.

Students and parents should note that class schedules received the first day of school are final.

*** Important Note – On the first day of school, after all schedules have been finalized, requests for changes must be for the reasons above. Elective changes cannot be made. Elective changes made after this time will result in an “F” for the class dropped.**