

SCHEDULE CHANGE POLICY AND PROCEDURES

Under the best of circumstances, scheduling for high school students is a very complex process. Therefore, consideration of schedule changes will be limited to the following situations:

1. When a student completes a course during the summer.
 2. When a senior lacks a requirement for graduation.
 3. When a student fails a course required to move to the next level.
 4. When a student has an inappropriate level of a course.
 5. When a change is required due to clerical error.
- **NO CHANGES TO SCHEDULED AP CLASSES ARE ALLOWED AS INDICATED ON THE SCHEDULE CARD SIGNED IN JANUARY.**

You will be required to keep the courses in which you were originally scheduled unless your situation meets the above criteria. The counselor will NOT be allowed to change schedules in situations where you have changed your mind about a course or prefer a different teacher. Please do not call or make appointments to ask for these changes.

NOTE: The only teacher change a counselor may consider will be in cases where a student is repeating a course with the same teacher.

During the first ten days of school, students with schedule errors may obtain a "Schedule Change Form" from the counseling office (see sample on the back). After this form has been completed and returned to the counseling office, the student's counselor will notify the student concerning the status of the request. **The student must remain in the original course until the request is approved by the counselor and a new schedule has been delivered to the student.**

(NOTE: This may take 3 to 5 school days to complete).