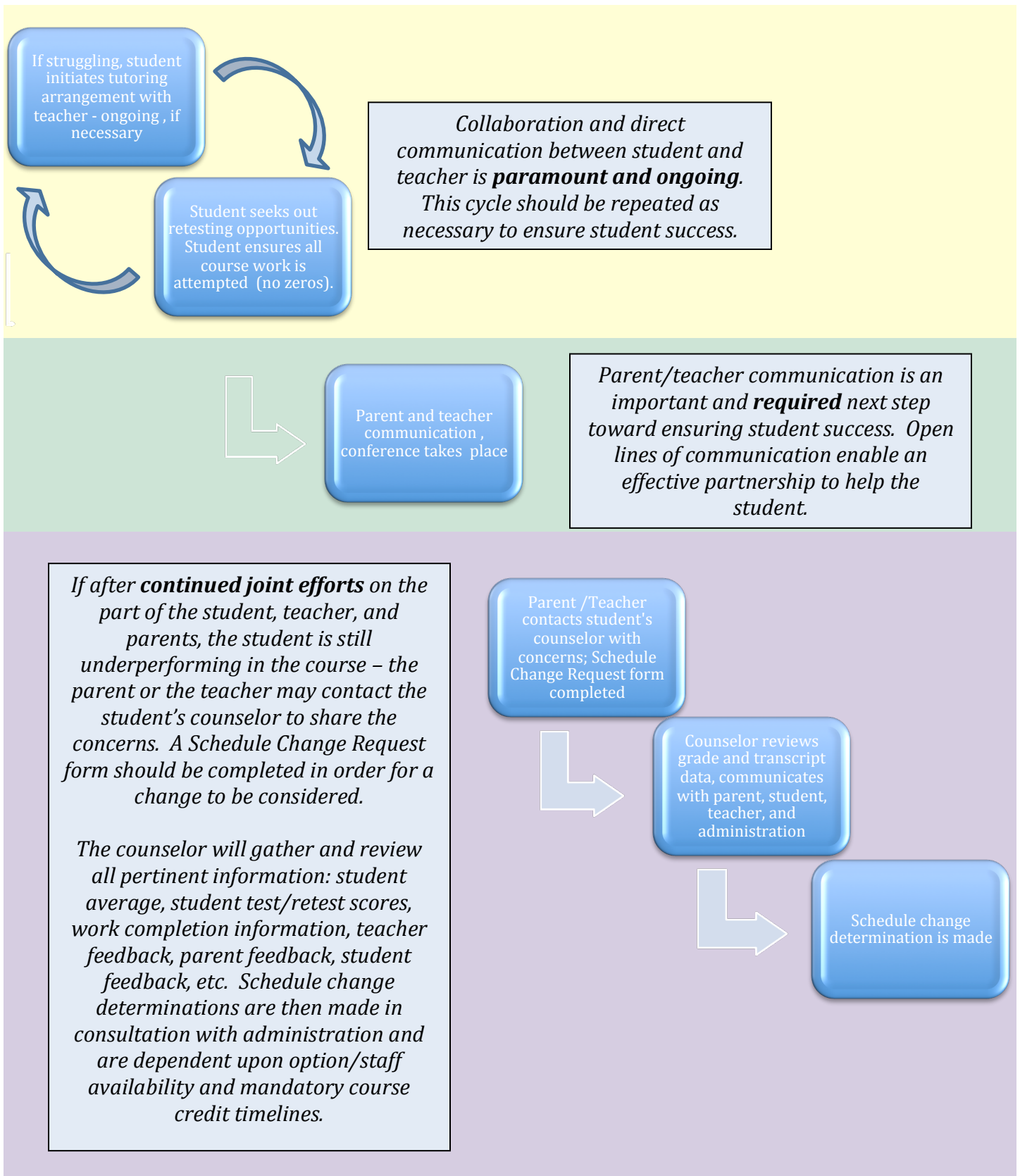


Guidelines for Schedule Change Consideration

The following process is to be followed in order to be eligible for schedule change consideration after the first week of school has passed. This process pertains to all requests for course and level changes and is dependent upon meeting timeline requirements.



Schedule Change FAQs

What is the schedule change process?

At the beginning of the school year, students may submit schedule correction forms to the counseling office within the **first week of classes**. Counselors will correct errors in student schedules at this time. Schedules that reflect coursework selected on the course selection sheet the previous spring are considered accurate. (Keep in mind, alternate courses may have been necessary to fulfill a student's credit requirements.) After the published deadline, no course changes can be made due to required attendance and credit rules established by the state.

What kinds of issues would be considered as grounds for a schedule change within the first week of classes?

Correcting errors is the focus. Following are common examples:

- If student is in a class that s/he has already passed, that s/he received credit for through summer school and/or credit recovery
- If student has a class listed on the schedule twice
- If student is missing a required course/class
- If student has an empty block on his/her schedule
- If student requests out of or into an athletic, fine art, or extracurricular program class (only with coach/director approval)
- If student was accidentally placed into the wrong course (e.g. football instead of band; English 3 instead of English 1)

Optional schedule changes resulting from a "change of heart" and the result of no error on the part of the school are not considered.

If a student is struggling in an advanced course, what is the process to follow?

Students should put their best effort into their courses from the beginning of the term. Collaboration and direct communication between student and teacher is paramount and should be ongoing. Students should seek out tutoring and retest opportunities and ensure that s/he has no incomplete course work (zeros). Parents and teachers should also communicate via email, phone, or personal conference during this time to support the student. Only after these remedies have been attempted would counseling/administration consider becoming involved.

Even after attempting these remediations, the student is still not experiencing academic success.

What then?

In the **latter portion of the first six weeks**, level changes are considered after the above remediations have been documented as attempted and yet the student is still not passing the course. A student may go to the counseling office to inquire about a course level change and fill out a request form that will initiate a schedule review. (Level changes are changes that only impact whether the course is an advanced or an on-level version; the course credit remains the same, but the level of challenge is different.) Making a request does not guarantee that a change will be made, so students should continue to work hard throughout this timeframe. Only level changes within the same course title/credit, not course changes, can be considered at this time. Changing to a completely different course can not be considered until the spring semester.

