

CPHS REQUESTS FOR SCHEDULE ERROR CORRECTION POLICY

Registration process takes place for a week in January of each year, students choose their courses and alternates at this time. After this window closes students cannot make changes to their request for the following year unless approved by the counselor. Students can review their course request in their student vue (under Documents) in the spring as a reminder of what they signed up for. Students' final full schedule will be available to view in student vue sometime in August. Students and families are encouraged to view students' full schedule at this time and follow the below information regarding changes. Please review each trimester carefully.

Schedule Error Correction Window (changes must be requested during this time)	Trimester Timeline/ Criteria Requirements	How to Request
August 18, 2025 - September 8, 2025	Students may request changes to any course in tri 1 that meets criteria below*.	Complete and submit the Schedule Error Correction Form between 8/18/25 - 9/8/25
November 17, 2025 - December 8, 2025	Students may request changes to any course in tri 2 that meets criteria below*.	Complete and submit the Schedule Error Correction Form between 11/17/25 - 12/8/25
February 23, 2026 - March 23, 2026	Students may request changes to any course in tri 3 that meets criteria below*.	Complete and submit the Schedule Error Correction Form between 2/23/26 - 3/23/26
*One of the following criteria must be met to make a schedule error correction: a. Student failed a prerequisite and is no longer eligible for the course. b. Computer error (example: two 1st period classes) c. Open period to fill d. Medical reason (requires a provider note to the school)		

Additional Schedule Error Correction Guidelines:

1. Study Hall, Teacher Assistant (TA) and Office Worker requests must be made the year prior during registration. Requests can be made on the above forms but are not guaranteed.
2. Some classes meet for 2 trimesters or all year long. Students are expected to finish the entire course. Students should consult with their School Counselor with any questions.
3. Requests to change lunch time will not be considered.
4. After the first 5 days of a trimester when schedule error correction forms are no longer available, students who want to drop a class will need to meet with the Administrator.. The only exception being medical reasons with provider's note verification.
5. Schedule changes to accommodate teacher requests cannot be granted unless it is based on a repeated failed course and space is available with another teacher.
6. Changes made beyond the criteria noted above will be made after consultation with the CPHS Administration.