

SCHEDULE CHANGE REQUEST PROCESS

2023-2024

Schedule changes will be granted for the following reasons:
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- Incomplete schedule ('hole'/missing class)
- Course previously completed (this does not apply to courses that have different levels such as Novice, Intermediate, etc – the class can be repeated and the student will be moved up to the correct level in the coming weeks)
- Duplicate class – you have the same class repeated in your schedule
- Course to be dropped for Early Release/Late Arrival - Classes will not be rearranged to make it work

General Instructions: The purpose of this process is to request changes to your schedule for any of the above reasons. **Not all students are able to get their primary choices – Getting an alternate in place of one of your top choices is not a reason to put in a request.** This process will be online using a designated email account. Please read the instructions below and follow the steps.

- Review your schedule in PowerSchool.
- Should you need to request a change, you will send an email to the following:
akschedulerequest@gmail.com
- In the subject line, put the full name of the STUDENT.
- Include the following information in the body of the email:
 - Student full name
 - Student ID number
 - Reliable contact phone number
 - The class(es) requesting to be changed
- Please do not include a long explanation of why you are making your request – Keep the message succinct.
- If you are a student emailing directly, **you must also CC your parent on your email request**
- Be sure to send your request from a **PERSONAL** email account that you check regularly – using your CMS account can have issues sending/receiving from Gmail.
- Please do not call the school, nor email the counselors, Ms. Ritch, or any other staff member directly about a schedule change. We ask that you also not come to the school to discuss schedules.
- All change requests are due to the designated Gmail account by **Thursday, August 10th at 3:00 PM.**