Spanish Fork High School

Class Change Policy 2025-26

Each Spring, SFHS counselors meet with every student in a one-on-one meeting or in a group setting to discuss students' class options for the upcoming school year. During this time students are provided information regarding SFHS & ALC courses, Mtech opportunities and Internships. Students are then given the opportunity to choose their courses in their Academic Plan in Infinite Campus. Counselors encourage students to *carefully* and *thoughtfully* request the classes that they want to take. These requests are used to build the Master Schedule. Counselors will only add a request to a class if students need the specific credit. **Due to this hands-on process, class changes will only be accepted during the class change windows. No class change requests will be accepted once the class change window closes.**

Due to the growing population of our school and limited options of available classes, all class change requests will only be accepted through Infinite Campus. Counselors will process them in a timely manner in the order they are received.

First Semester Class Changes

August 4 - 11, 2025	Infinite Campus Class Change Form is open. The form will close Aug 11 at 6 pm to allow counselors time to finalize class changes before school starts on the 13th.
August 13 - 15, 2025	Class Change form will be open Aug 13th at 3pm to allow students to attend each class one time before the form closes for the **semester** on Aug 15th at 3pm. **Any changes done during this time frame, students will have a $10 charge added to their student account that must be paid in a timely manner.** ***Any class change requests done after August 15th will not be accepted.**

Second Semester Class Changes

December 15 - 18, 2025	Infinite Campus Class Change form is open. The form will close December 18th at 3 pm to allow counselors time to process requests before Christmas Break.
January 5 - 7, 2026	Class Change form will be open Jan 5th at 3 pm to allow students to attend each class one time before the form closes for the **semester** on January 7th at 3 pm. **Any changes done during this time frame, students will have a $10 charge added to their student account that must be paid in a timely manner.** ***Any class change requests after January 7th will not be accepted.**

Reasons for Class Change

Acceptable Class Change Reasons	Unacceptable Class Change Reasons
Student is placed in the wrong level of class	To be in the same class as friends
Student has a career goal change	Avoid getting a certain grade (once class has started)
Student needs to be placed in an audition only class	Get out of a sports team class once season is over (ie: football, basketball, soccer, cheer, drill, etc)
Student doesn't have a class required for graduation	
Juniors and Seniors ONLY: Student is requesting a TA, Work Experience, or No Credit (seniors only)	

As Spanish Fork High is a semester based school, we will not do any class changes at the start of Term 2 or Term 4. If you feel like you have an extenuating circumstance that requires a class change after the posted deadline, but before midterm, you must fill out a class change appeal form that you can receive from your counselor. Once the counselor receives this back, the counselor and administration team will meet and determine if the change is necessary. Counselors will let students know if their class change was approved or denied. Absolutely no changes past midterm will be permitted.

Changes to UVU/CE Classes:
If a student requests to drop a Concurrent Enrollment course and has enrolled for the class at UVU, the student is fully responsible for withdrawing from a UVU Course through the UVU portal. Tyler Lewis, our CE/CTE Coordinator, is happy to help with this process if necessary.

Changes in regards to online classes:
Parents and students **assume all responsibility** for the student's progress for completing courses taken through the State Online Education Program (SEATS). You will need to contact the online provider to change any of your online classes. SFHS Counselors do not have access to or the capability of doing anything other than letting the online provider know that you are approved to take the online class.