Guidance on Schedule Changes

Every effort is made to ensure you have courses that meet your graduation requirements and career/college interests. We realize you may want to make changes. However, we are limited in what changes we can accommodate:

Examples of a **VALID** schedule change requests:

- To meet a graduation requirement
- To correct a scheduling or credit error
- If you did not meet the prerequisites

Examples of **INVALID** schedule change requests:

- Changing a teacher
- Changing to be with friends
- Changing to have a class during a different time
- Changing to have a different lunch period

See the *FAQ's* below for details. If you have a question regarding your schedule, you are welcome to schedule a meeting to discuss the issue with your counselor. These meetings do NOT guarantee that your schedule will be changed.

Special situations will be evaluated by the APAs and Counselors separately.

Schedule Change Request

FAQ

How is my schedule developed in the first place?

In the spring, students meet individually with their counselors to discuss their potential courses based on graduation requirements, their career/college considerations, and their desired electives. Schedule conflicts are bound to arise so it is necessary to provide alternative elective choices that will be used by the counselor as a student's second or third choice for elective.

Required courses are assigned by the school using multiple points of data and teacher input. CTE (Career and Technical Education) and support courses are also assigned by a team of teachers, administrators, and counselors.

When do I get my schedule?

Once graduation-plan meetings have been held, schedules are worked on at the beginning of June and revisited during Teacher Institute in August (before the start of the school year).

Why is it so difficult to change my schedule?

We have a highly structured school day. The courses fit together like a puzzle. One change will affect other courses. Teacher staffing decisions are made based on student needs. We only run courses that students want and need. Therefore, schedule changes can be considered only for extenuating circumstances. What may be seen on the graduation plan at the end of the previous school year is subject to change, based on capacity, graduation requirement needs, and any other issues that arise in the process.

What is the Schedule Change Process?

At the beginning of the school year, a student can request a change. Parents will be notified of any change requests after the **2nd Friday**. If you feel your request meets the guidelines listed, please fill out the Google Form. ***There are no guarantees that your schedule will be changed if you fill out the form***. The deadline for a schedule change request is by the **2nd Friday** of the beginning of the course.

What issues will be considered for schedule changes?

Correcting errors is the focus. The following are some 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 spot on his/her schedule
- If student was accidentally placed into the wrong course (e.g. Spanish 2 instead of Spanish 1)

What if I prefer to have a different teacher?

Conflict and disagreements are inevitable aspects of relationships. If you don't like your teacher, you should take it as an opportunity to grow and develop as a person. In the future, you won't always like your boss. You will have to figure out ways to work with your boss. The teacher/student relationship is similar. Communication is always the answer. Be willing to talk with your teacher about difficulties. Involve your parents when you get stuck.