Schedule Change Procedure

**Schedule Change Criteria Prior to the Beginning of the School Year**

Students may make changes to schedules, on a seat availability basis, from August 1st through the Thursday before school begins.

**Schedule Change for the Fall Semester once school begins**

Last spring students were encouraged to make course selections carefully.

Additionally, students were given the opportunity to change course requests prior to

the end of the last school year. Therefore, at this time, schedule changes will be made

only in the following instances:

* A student is enrolled in a class for which he/she has already received credit.
* Student has not met a course pre-requisite.
* Student does not have seven periods.
* Student has an obvious error, such as the same class scheduled twice or two classes scheduled in the same period.
* Student no longer wants to participate in a performance-based course requiring an outside of the school day time commitment (athletics, band, orchestra, choir, debate or ROTC).
* Student passes a credit-by-exam or an eSchool course and should be moved into a different class.
* Student would like to move up to a honor or AP level, on a seat availability basis.
* Students will be able to move down a level of a class, on a seat availability basis, during week 4 through 6 of the first nine weeks.

If a schedule change meets one or more of the above criteria, the student should
pick up a schedule change request form from the Counseling office.

Schedule change forms requires a teacher & parent’s signature.

Please note that a schedule change for one course may affect the placement of other
courses and/or changes teachers in a student’s schedule.

**Procedures for parent request for teacher change during the year (Beginning week three)**

1. Parent conference with the teacher and student. (Face to face meeting with teacher, parent, and student)

2. If the parent and student still feel a change would be best after two weeks have passed since the initial meeting with the teacher, teacher change request paperwork must be completed with the counselor.

3. Parent conference with the teacher, department head, and student. This meeting will be to create an action plan moving forward.

4. There will be a two-week action plan period to attempt to remediate concerns following the parent/department chair/teacher/student conference.

5. If issues persist after 1st four steps, schedule changes will be evaluated by a campus administrator.

Requests for a particular teacher may not be granted. In addition, teacher changes may not occur if seat availability and teacher course load inhibit ability for the change.