



Schedule Change Policy

Students must choose their courses carefully and with the advice of their counselor and parents to minimize the need for a change.

Schedule changes that are based on a teacher, elective, or section preferences may not be honored. The **administration reserves the right and has the responsibility** to only make changes as necessary to meet graduation requirements, balance class sizes, correct administrative or clerical errors, reflect changes in school personnel, or other educationally appropriate reasons.

Students have the **first 10 school days in Semester One, and the first 5 school days in Semester Two** to request schedule changes.

Students may request a schedule change according to the following guidelines:

- Level changes can be requested by students and parents based on availability (*grades from the dropped upper level course will be carried into the added lower level course*)
- Placement recommendation based on academic performance
- Medical/health issues require adjustment in schedule
- Course needed for graduation or college eligibility requirements

Once the course change request window has been closed changes will only be considered for the following reasons per administration approval:

- A Senior needs to make up deficient graduation credits
- A student received a failing grade and needs to repeat the class for high school graduation requirements or to meet college eligibility requirements
- A student is in the incorrect course level
- A course requested will not be offered due to budgetary restraints or low class size
- A student completed a course credit at summer school