

SHS Schedule Change Policy

Schedules will be available for students to view in FOCUS starting August 7th. Counselors are unable to meet with students/parents regarding schedule change requests or accommodate requests via phone or e-mail. All schedule change requests must be submitted via the schedule change form link below.

Regarding Schedule Changes:

Every effort is made to ensure you have courses that meet your graduation requirements and career/college interests, which is why counselors conduct course registration sessions and offer course planning support to students for several weeks in the spring semester. The master schedule was created based on student course requests and teacher allocations from the previous school year. The master schedule is curated with many pieces and constraints to ensure students have access to graduation and enhancement opportunities.

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:

Missing a class period on your schedule

Missing an academic class- Student is missing a core class such as English, Math, Science or Social Studies.

Have two classes in the same period on your schedule

Scheduled into a class in which you have already completed and earned credit for

Adding courses for seniors who need a specific course to meet graduation/ college admission requirements

Adding new courses to replace those made up in summer school

Examples of INVALID schedule change requests:

Changing a teacher

Changing to be with friends

Changing to have a class during a different time

Changing electives that you selected

SCHEDULE CHANGE REQUEST FORM: <https://forms.office.com/r/QTAAaSbg42z>