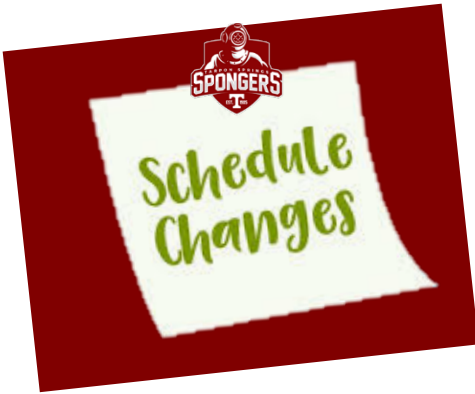


SCHEDULE CHANGE REQUEST



During the first several weeks of each semester, there may be instances where students desire/need to request a schedule change. The Student Services Team is committed to ensuring all students are scheduled properly for a successful academic experience. With this in mind, we have designed a process to assist all students with their requests. Please review the process below for schedule changes:

Schedule change requests within the **first 9 days of each semester:**

- All schedule change requests will be received by Mrs. Hewett, our Guidance Clerk
- Students will be asked to submit their request via a link downstairs Student Services and the link will create roster for each Guidance Counselor.
- Guidance Counselors will serve each student in order on the roster and follow up is expected within a 5-day window.

Schedule change requests after the **first 9 days of each semester:**

- A parent/teacher/guidance counselor conference will be scheduled to discuss concerns
- An academic improvement plan will be designed to support student learning and achievement.
- Review of grades at the end of the grading period quarter or semester
- Follow up with parent/teacher/guidance counselor to assess the course placement (change class or remain with the supports)

Schedule change requests without adhering to the process will not be granted. Also, specific teacher requests will not be granted.