

SCHEDULE CHANGE PROCESS

Questions regarding schedule changes must be made no later than the 3rd day of the new trimester. Requests for schedule changes are for the following reasons:

Course on schedule has already been completed and credit has been granted.

Credit Recovery*

Not completing a prerequisite for a currently schedule class

Incomplete schedule/computer error⁺

Level change (i.e. Honors English 9 to English 9, Chemistry to Honors Chemistry) will be made within the first 10 days of the trimester after discussion with current teacher and student and based upon availability.

Inappropriate class placement due to assessment scores

Dual Enrollment, if student qualifies

* If a required course is failed, then the student can request to be placed back into the same course the next available term.

+ You should have 5 classes each term. A computer error is defined as classes taken out of sequence. For example, Psychology 2 scheduled before Psychology 1 or classes during the same trimester such as Spanish 1A and Spanish 1B

If you meet the following criteria,

- check the bullet point, above, that applies to you
- enter your name below;
- your grade; and,
- provide a brief explanation for what needs to be changed and why.

Print out the form and place in your counselor's mailbox and listen for your name to be announced over the PA system to come to the Counseling Office.

If you do not meet the criteria, the student must make their request for a change in writing and submit the request to Mrs. Kaminski.

NOTE: Seniors who have applied to a four-year school must also provide email confirmation, from the admissions office, of agreement to the change.

Student Name: _____

Grade: _____

Explanation: