Effective Friday, August 9, 2019

All schedule change requests must follow the procedures below. Please do not call or email school counselors requesting schedule changes.

SCHEDULE CHANGE REQUEST PROCEDURES

Schedule Change Request forms will be available in the Guidance Department starting Monday, August 12, 2019. The following is the process for students wishing to make a schedule change:

1. Student retrieves a Schedule Change Request form from Guidance before-school, after-school, or between classes.
2. Student takes the form home for parent/guardian signature and returns the form to Guidance the following school day. Schedule Change Request forms will be date & time stamped upon return and reviewed for potential changes.
3. Guidance counselors will call student down in the order the forms were received.
4. Student will remain in current assigned course section until schedule change is approved.

Students are not permitted to sit in guidance waiting for a schedule change. The Guidance Department will work as quickly as possible to adjust student schedules as needed. Thank you!