

Requesting a Schedule Change 2019-2020

Our registration process for the 2019-20 school year was completed in the spring. Our courses are established and staff assignments have been determined based on these requests. Students were provided the opportunity to review and adjust their course selections during our one on one conferences in March/April and they were allowed to make any adjustments up until June of the 2018-19 school year. Choices made by students during registration are considered to be final by June. However, some changes may be made on a limited basis due to the following reasons:

- Corrections needed to meet graduation requirements
- Level changes which require approval from teacher, counselor, and parent/guardian.
- Running Start schedule adjustments
- Duplicate Classes / Obvious Errors / Open Periods
- IEP / ELL Placement Issues
- Adjustment based on courses taken over the summer
- TA / Peer Coach requests which require approval from teacher

Any schedule change that does not meet these criteria will still be reviewed for the benefit of the master schedule. Other exceptions are subject to administrative approval. Counselors may need to make adjustments to individual schedules to balance class sizes.

Unacceptable Reasons for Schedule Changes

Schedule changes will be immediately denied based on the following:

- Teacher requests
- Rearranging course order
- Attempts to align schedules with friends
- Requesting a specific lunch

IHS counselors have worked diligently to balance class sizes for the 2019-20 school year. Any schedule change requests that overload or cause an imbalance in class sizes will not be considered.

How to Request a Schedule Change for 2019-2020
Prior to the First Day of School

All schedules will be released on Friday, August 23rd through StudentVUE. Please keep in mind that any schedules that appear online prior to this date are **not accurate**. On Monday, August 26th, students will be able to access the schedule change request form through the counseling website. ***Schedule changes requested through email will not be honored.*** Below is the process for submitting your request:

- **Step 1** - Complete the google form titled “Schedule Change Request Form 2019-20” found on the IHS Counseling webpage
- **Step 2** - Fill out the form with as much detail as possible and be sure to click “submit”.
- **Step 3** - Wait for counselor review. **Counselors will only consider requests from their assigned students.** Students should expect to receive a response from their individual counselor within three business days.
 - *Please note, the link for schedule change requests will ONLY be open until Friday, **August 30th.***

On the first day of school, counselors will be available for students who have any open periods or any obvious errors on their schedules.

How to Request a Schedule Change for 2019-2020
After the First Day of School

If there are circumstances that require a schedule change after the first day of school, students will have the first *10 days of the semester* to initiate the schedule change process. **No schedule changes will be honored after September 18, 2019.** This process requires the student to meet with their individual counselor to discuss the request and complete the schedule change form with parent/guardian signature, teacher feedback and principal signature.

District policy states that students dropping a class after the 10th day of each semester will have a failing (F) grade posted to their transcript unless one of the following conditions exist:

- Medical withdrawal (doctor documentation required)
- Does not have the prerequisite skill level to complete the course (as determined by teacher)
- Not on track to graduate (as verified by the student's counselor)
- Condition outlined in IEP/504 (documentation required)