

2018-19 Schedules are available!

Here are a few reminders and helpful pieces of information for you to review:

Any student who chose not to select electives on the student portal during the registration period has been assigned elective courses. As clearly discussed during the scheduling meetings, such students will remain enrolled in the electives they have been assigned with very little option for change.

- Course requirements for graduation take priority in the scheduling process over elective courses: *elective courses have been scheduled around the necessary coursework and the number of electives taken will vary on the needs of the student*
- Elective courses have limits on the number of students who may be accommodated; *one elective cannot always be swapped for another that might be running at the same time*

Please know that every effort *has been made to accommodate student elective choices. Students will be allowed to make changes to elective courses ONLY under the following circumstances:*

- If none of the electives the student requested could be scheduled, the counselors have selected what he/she thought was best for the student and will be happy to discuss and offer alternative electives available during this specific block.
- If within the first ten days of school, a student taking an Advanced Placement (AP) or Honors Level course would like to be placed in a general education course and the parent/caregiver supports this decision.

- **Among the acceptable reasons for a schedule change is:**

1. To increase a credit load
2. A scheduling error
3. A summer school adjustment
4. IEP (Individualized Education Program)
5. To balance classes so that overcrowding does not occur

***schedules will not be changed based on teacher preference or because friends are in certain classes**

Please refrain from contacting the school and/or guidance counselor to request a schedule change under any other circumstance – such requests will not be honored. Should there be a concern that falls within the above guidelines, please complete the “Request to your Counselor regarding your Schedule for 2018-19” form.

“Request to your Counselor regarding your Schedule for 2018-19” forms can be dropped off to the Guidance Office during the summer.

If a schedule change form is valid, the guidance department will make the change and email the student with the new schedule. If the counselor needs to discuss any schedule changes with a student, that student will be contacted by the guidance department to set up an appointment.

All forms must be into guidance by August 17, 2018.

