

Manchester Valley High School
2021.2022
Schedule Change Procedures

A student may request a schedule change if they can answer, "YES" to one of more of the following questions.

- A. Are you scheduled for a course without having already passed a pre-requisite course?
- B. Are you scheduled into a class that you have already taken and passed?
- C. Are you unable to participate in a course because of physical limitations?
- D. Are you a SENIOR who needs a specific credit for graduation?
- E. Do you have approved release time or dual enrollment that is not scheduled?
- F. Does the schedule change increase the rigor of your education program?
- G. Does the schedule change represent a change of career focus?
- H. Are you academically misplaced? ie: Do you feel that the level class you are in is too difficult for you?

Schedule Change Procedures:

1. If a student has answered "YES" to any question above, he/she should obtain a "REQUEST FOR SCHEDULE CHANGE" form from their counselor by scheduling an appointment to discuss.
2. The student should complete the form identifying the reason(s) for the requested schedule change.
3. Each schedule change request requires the student to communicate with the teacher of the dropped and added course(s) and have the teacher sign the form.
4. The student should turn in the completed form to administration for final consideration.
5. Administration will give the final form back to the school counselor.
6. If the counselor is able to make the change *the student will take a copy of his/her new schedule to the new teacher. The counselor will also email this information to the teacher.

**Note: Some reasons for not making a requested schedule change may be due to scheduling conflicts and full classes.*

Schedule Change Dates and Deadlines:

In general, all schedule changes should be made PRIOR to the start of the quarter/semester. A drop/add or modification period has been established to assist students in making any necessary changes in their schedules once the course begins. Students who seek a change must make an appointment with his or her counselor.

Deadline for Withdrawal:

Quarter One courses – 9/14/21
Semester One courses – 9/21/21
Year-Long courses- 10/5/21(A) + 10/6/21(B)
Quarter Two courses- 11/17/21
Quarter Three courses- 2/2/22
Semester Two courses- 2/9/22
Quarter Four courses- 4/11/22

