

August 12<sup>th</sup>, 2022



Dear Parents/Guardians,

Class schedules will be available online in parent/guardian and student myDSD accounts after 3:00 pm today (Friday, August 12<sup>th</sup>). Students may submit a schedule change request beginning Friday, Aug. 12<sup>th</sup>.

**IMPORTANT-PLEASE READ UPDATED SCHEDULE CHANGE INFO BELOW!**

A great deal of time and effort is put into scheduling. **A \$10 fee will be applied to each successful schedule change request.** A reply email will be sent with the status of your request. There is not a charge for class changes resulting from errors on the school's part. An example of a school scheduling error is the assigning of different teachers to a yearlong class. Course requests are not a guarantee of classes. An unexpected elective class in your student's schedule is not a scheduling error. Class schedules have been created for students who did not submit a completed course request last spring.

To ensure schedule changes are reviewed prior to the first day of school, please use the Microsoft Form link below to submit your request **BY WEDNESDAY, AUGUST 17<sup>TH</sup>**.

- For schedule change requests between Friday, Aug. 12<sup>th</sup> and Wednesday, Aug. 17<sup>th</sup>, [CLICK HERE](#). (requests submitted during this time period WILL BE approved/denied before the first day of school)
- For schedule change requests between Thursday, Aug. 18<sup>th</sup> and Friday, Aug. 26<sup>th</sup>, please contact your counselor (these requests are NOT guaranteed to occur before the first day of school).

Counselor	Student's Last Name
Mrs. Miller	A-F
Mrs. Hansen	G-N
Mrs. Nielsen (Nightengale)	O-Z

- For schedule change requests occurring after Friday, Aug. 26<sup>th</sup>, [CLICK HERE](#) for more information.

Thank you,  
CDJH Counseling Department