

SCHEDULE CHANGES

Every effort is made on the part of the principal, counselor, teachers, parents and students to determine the most appropriate course of study. Once schedules are completed in June for the following school year, changes may only occur with appeal to the Principal. Withdrawal from courses during the school year may be justifiable under certain circumstances. The following policy guidelines should be followed whenever decisions are made regarding withdrawal from courses on the student's schedule.

1. After completing the scheduling process withdrawals may only take place with the agreement of the teacher, parent and guidance counselor, and only for curricular reasons.
2. Students may not drop a course after the 5th day into a semester.
3. Dropping a class after the 5th day into a semester will result in the student receiving an "F" as a final grade.
4. Under special circumstances (i.e. medical excuse from physical education), the principal, counselor, teacher and parent, in collaborative agreement, may withdraw a student from a class.

Schedule Requests

Name _____

___ No changes needed

___ I would like to change my schedule

Drop: _____

Add: _____

Drop: _____

Add: _____

Reason you want to change your schedule: _____
