

# WESTOSHA CENTRAL HIGH SCHOOL – SCHEDULE CHANGE REQUEST

Schedules **will not** be changed due to job requirements, extracurricular activities, failing grades, teacher preference, or lunch hour/study hall preference. Please review guidelines on the reverse side.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

I would like to request that my student \_\_\_\_\_ be allowed to drop  
\_\_\_\_\_ and add \_\_\_\_\_ for the following reasons.

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I understand that simply making this request does not in itself mean that the proposed change will occur, but that it will be considered, and I will be notified on the decision through my student. A rejection of this will either end the process or require a parent/teacher/administrator conference for further consideration.

Parent Signature: \_\_\_\_\_ Parent Phone # \_\_\_\_\_

Teacher Input: \_\_\_\_\_ Signature \_\_\_\_\_

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Counselor Input: \_\_\_\_\_ Signature \_\_\_\_\_

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## Administration Approval/Denial

### To Drop:

Approved  Denied

### To Add:

Approved  Denied

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Comments:

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*See Guidelines on Reverse Side*

Revised 12/12/2022

## SCHEDULING GUIDELINES

Students and parents are urged to proceed through the registration process with careful consideration to the selection of courses. It is required that Freshman and Sophomore students are enrolled in at least six (6) credits yearly to meet the 24-credit graduation requirement. Per Westosha Central High School Board policy, each student must have a minimum of five (5) credits per year. **It is the policy of Westosha Central High School to not make schedule changes after the student's schedule is established.**

### ADD/ DROP POLICY

During the course selection process, students are encouraged to carefully read course descriptions and seek input and recommendations from parents, teachers, and counselors before choosing classes for the following school year. In addition, considerable effort is devoted to developing a master schedule, and teachers are hired and assigned to classes according to these course selections. Students are offered multiple opportunities to adjust their course requests prior to schedules being established. Once schedules are established, changes will only be considered if based on a valid educational reason: failure (need to repeat a class), lacking prerequisites, IEP modification, summer school credit earned, work-study change, administrative/ teacher directed change, balancing of schedules, and computer error. In such cases, a Schedule Change Form must be completed and approved, and students must attend previously scheduled classes until approval is granted. Schedule changes will only be considered prior to the start of each semester.

Schedules will not be changed due to job requirements, extracurricular activities, current failing grades, teacher preference, lunch/advisory hour preference, friends/peers, or if a small class size is lowered or a large class size is raised.

### ADD/DROP TIME FRAME

Based on the criteria detailed above, should a student be approved for a schedule change, the following must occur:

#### First Five (5) Days of the Semester Add/Drop Class:

- Once the semester has begun, students must acquire a Schedule Change Form from their school counselor.
- Schedule Change Form must be completed and returned to the student's counselor within the first five (5) days of the semester. **No schedule changes will be approved once the student has attended a class for five (5) school days.**

#### First Thirty (30) School Days of the Semester:

- Students are not allowed to add any class after the first five (5) days of the semester. Within the first thirty (30) school days of the semester, if a course drop is approved, the student may be placed into a study hall in lieu of said class. However, the student must maintain the minimum credits required.
- After thirty (30) school days of the semester, students must remain in class for the duration of the semester. Students and counselors can discuss dropping a class prior to the start of the next semester.

**\*Any schedule changes made after the designated timeframe will result in a semester grade of WF. The WF grade factors into GPA calculation equivalent to a grade of "F". This will result in the student being put at risk of not earning the needed credits to graduate.**

1-5 Days Into Semester	5-30 Days Into Semester	After 30 Days
Must be approved and acquire / complete an Add/Drop form to adjust classes.	No New class will be added.  If a course drop is approved, students can only move into a study hall. Students must maintain minimum credits required.	No changes allowed.  Students must remain in class for the duration of the semester.