



SAVE Guidelines & Process

While schedules were officially reviewed and approved in February of 2022, we recognize that many students have found themselves in a situation where they feel they cannot be academically successful, due to course requirements in an advanced academics class. The SAVE process allows for those students to request a schedule change to remove the advanced academic class from their schedule.

Several factors are extremely important to note when requesting a SAVE:

- 1) Schedule changes are based on availability of space in alternate courses. If there are no seats available, students may not be moved.
- 2) Replacing the advanced academic course often disrupts the entire schedule, not just the period of the advanced academic class.
- 3) The grade point weight previously associated with the advanced course will not impact GPA.
- 4) Grades accumulated in weeks of school prior to any schedule change will transfer with a student for all courses that have an on-level counterpart. This is not true of elective courses.

For SAVE requests that have an on-level counterpart, students will be placed in the on-level course, pending seat availability. Those courses are as follows:

Honors Eng I and II

AP or OnRamps Eng III and IV

Honors Geometry; Honors Algebra II; OnRamps Algebra; OnRamps or Honors PreCalculus; AP Statistics

Honors Bio, Honors Chem, AP Environmental

AP Human Geography, AP World History, AP US History, AP Gov, AP Econ, AP Stats, AP Spanish IV

Honors Spanish II or Honors Spanish III, Honors French II/III

The following are elective courses that may be considered for a SAVE. Please note that there are extremely limited options for dropping these courses because they do not have on-level counterparts. Late arrival and early dismissal may be considered as replacement courses for Seniors. Juniors may be considered for late arrival or early release only if they have already received their CCMR point (College/Career/Military Readiness point). Elective courses are listed as follows:

AP Bio, Chem or Physics

AP Calculus

AP Psychology/Social Studies Research

AP French IV

AP Spanish V

AP Music Theory

AP European History

AP Capstone

Other AP sections not listed

Academic Decathlon



SAVE Process Step by Step:

1. Student conferences with teacher and ensures there are no missing assignments.
2. Student & guardian complete SAVE form and sign. **Forms may be submitted beginning August 29th, 2022.**
3. Student presents the SAVE form to the teacher.
4. Teacher reviews the SAVE form and signs the form either indicating agreement or requesting a conference.
5. The student turns the form into their House Office **no later than 4pm, September 9, 2022.**

NO FORMS WILL BE ACCEPTED PAST THIS DATE. If you experience any unforeseen issue with submitting this form, please contact the Associate Principal, Joi Cartmill, by emailing jcartmill@leisd.ws.

Please note that incomplete forms (lacking signatures, phone numbers, not including full names, etc.) will NOT be accepted.

6. The Associate Principal reviews the form and verifies that it meets the requirements of the SAVE process. The student and guardian will be notified if it does NOT meet the requirements. At this stage in the process, the Associate Principal may also request a meeting with the teacher, student, and guardian to discuss the request. In those cases, the meeting must be completed before the process can be continued.
7. SAVE form is submitted to the student's counselor for scheduling review. **The student will be notified of the schedule change or the reason that the change cannot be made, by no later than September 14th, 2022.**
8. **Schedules that are changed will go into effect on September 15th, 2022.**

**All schedule changes will depend on seats available in corresponding courses and whether or not a student's schedule allows for the change, including graduation/endorsement credit considerations.* Completing the SAVE process does not automatically guarantee a change in the schedule.



LEHS Advanced Academics SAVE Request Form



Student Name: _____ Student ID # _____

All schedule changes will depend on seats available in corresponding course and whether or not a student’s schedule allows for the change, including graduation/endorsement credit considerations. The SAVE process does not automatically guarantee a change in the schedule.

Class to Drop	----	Class to Add
_____	----	_____
_____	----	_____

Date Received: _____ (Office Use Only)

I have discussed the requested Advanced Academic schedule change with my guardian and my teacher. I understand that making this request does not guarantee a schedule change. I agree to meet with my guardian, the Associate Principal, and teacher if requested to do so.

Student Signature: _____ Date: _____

I have discussed the requested Advanced Academics schedule change, listed below, with my child. I understand that making the request does not guarantee a schedule change. I agree to meet with my student, the Associate Principal, and teacher if requested to do so.

Parent Signature: _____ Date: _____

Best phone number to schedule meeting: _____

I have discussed the requested drop with the student and I:
 agree with the decision to drop would like to request a conference to discuss this further

Teacher Signature: _____ Date: _____

For Office Use Only:

Associate Principal: Approved Denied Reason: _____

Counselor: Approved Denied Reason: _____

Additional Notes: _____

