

## ISSAQUAH HIGH SCHOOL COURSE CHANGE PROCESS – FALL 2023

- Students can see their schedules in Skyward/Student Access beginning on Monday, August 21st @ 8:00am.

- If a student would like to request a schedule change, they will be able to request a change using this google form: <https://forms.gle/wF3nPk3u9RarpCWe7>. They can do this at any time between August 21st @ 8:00am up until August 25th @ 8:00am. Counselors will not be responding to emails about schedule changes during this time. All change requests must be made through the Google Form.

- On August 25th AFTER 4:00pm, students should log back in and view their schedule to see if their schedule change request was approved.

- Monday, August 28th from 8:30-11:30am, students can come by the counseling office to meet with their counselor in person for Schedule Change Drop-Ins. There will be no appointments made, this is first come, first served. During this time students can discuss any last minute schedule change requests or talk over why a previous request was not made.
- *\*If you do not have transportation to attend this time, please e-mail Ms. Lipsen in the Counseling Office. Her email address is [LipsenM@issaquah.wednet.edu](mailto:LipsenM@issaquah.wednet.edu).*

• August 29th - First Day of School!

- August 29th - September 5th - Any students who would still like to request a schedule change, may do so by submitting a schedule change request form to their assigned Counselor. Forms can be picked up in the Counseling Office and turned in there as well.

- September 6th - September 26th students must fill out a schedule change request form **in the counseling office**. Changes can be made for EXTENUATING CIRCUMSTANCES ONLY, and all changes will need to be approved by an administrator.
- ANYTHING DROPPED DURING THESE DATES WILL SHOW a "W" on the transcript. NO EXCEPTIONS.

- After September 26th, any course request changes will need to be reviewed in a meeting with parent, student and administrator. ANYTHING DROPPED AFTER 9/26 WILL BE LISTED AS AN "F" on the transcript.

