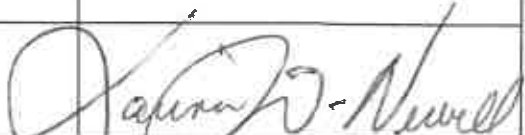


PATERSON PUBLIC SCHOOLS



Standard Operating Procedure

Subject: High School Schedule Changes	Effective Date: September 1, 2023	Page 1 of 2
	Approved:	

I. Purpose:

To establish District Guidelines for a proper schedule change request process for use in the Paterson Public School District.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

- a. All Schedule Change Requests will be submitted via a Google Form. The link to the form will be posted on posted in each school building and emailed to students, staff, and administration. The form must be filled out completely and accurately. Requests will be considered by the School Counselor and granted for reasons deemed valid. Approved requests will be fulfilled within one week. Both approved/denied requests will communicated in-person for students and via email for staff.
- b. Acceptable reasons for a schedule change request include but not limited to:
 - Student missing a graduation requirement
 - Course pre-requisite not fulfilled (i.e. CTE's)
 - Scheduled for course out of sequence
 - Student opting for a more rigorous course schedule
 - Student and parent request to drop advanced course(s)
 - Student classification not honored (i.e. ELL, SPED)
- c. Schedule Change Requests can be submitted by:
 - Students
 - Teachers
 - Child Study Team Members
 - Administrators

d. Principal should notify the Scheduler in writing within 24 hours of all master schedule changes. Scheduler will input changes in the Master Schedule within 48 hours. Master Schedule changes include:

- Teacher reassignments (including transfers, resignations, retirements, medical/family leaves)
- Rooms, periods, terms, class size modifications

IV. Reporting Procedures:

Any variations to the above procedures should be discussed and approved by the Director of Guidance & Counseling. Schedulers will notify the respective Assistant Superintendent via email of any unusual teacher reassignments or changes **The window for schedule changes shall end September 30th**. Schedule change requests after this date shall require special consideration from the Guidance Supervisor and/or Child Study Team Supervisor. **In addition, schedule changes shall not take place within a two-week window of the grading cycle.**

V. Dissemination:

All school-based Administrators, Guidance Teams, Child Study Teams and Teachers.