

Dear Student,

Enclosed you will find a draft copy of your schedule. While we have made every effort to accommodate all your requests, there may be changes from what you selected when we met in the spring. Please review your schedule carefully, and contact your counselor with any questions or concerns. You may set up an appointment to discuss any concerns in person by sending an email to your counselor or to Ms. Oldfield, or by phoning the Counseling Office at (585) 335-4010 ext. 1009.

**Please remember to check your schedule on the first day of school.**  
 (Log into your Schooltool account for any last minute changes or updates that may have been made.)

Students are **HIGHLY** discouraged from dropping courses. However, in rare instances, students may participate in a drop conference with a parent/guardian by following the steps below. Any course that is dropped within the fall time frame will not be listed on the student's transcript. If there is ever a time when a course is dropped after this drop/add period, the student's transcript may show the course as withdrawn. Students will be able to change levels for a class at any time, with recommendation from the teacher and counselor. (Example: If a student is in Honors English 10 and is struggling, the student may be moved to English 10 without the change showing on the student's transcript. When a student changes levels, the grade from the course they are dropping will remain on the student's report card. If a student changes courses in the middle of a marking period, the teacher of the current course and the teacher of the new course will determine the grade for that marking period.)

To drop or add a course before school begins and through the first 5 days of classes:

- ◆ Student or parent may call or email the School Counselor to process a course drop or add.
- ◆ Only changes that will maintain a course minimum and not affect students' graduation credits will be approved.
- ◆ Changes that create an overload in a class will not be permitted.
- ◆ Certain course changes may require parent permission.

To drop a course after the 5th day of classes:

- ◆ Student or parent/guardian may call or email the school counselor to discuss a course drop request.
- ◆ BOTH student and parent/guardian must participate in a drop conference with the student's counselor.
- ◆ A Drop/Add Form must be completed by the student, parent/guardian, teacher, counselor, and administrator.
- ◆ If anyone on the Drop/Add Form disagrees, then an in-person conference with all members on the form may be required.

## COURSE CHANGE CONFERENCE DATES 2023-2024

| Semester One Courses<br>Full-Year Courses | Full-Year Courses | Semester Two Courses |
|---|-------------------|----------------------|
| September 12, 2023                        | January 22, 2024  | February 5, 2024     |
| September 13, 2023                        | January 23, 2024  | February 6, 2024     |
| September 14, 2023                        | January 24, 2024  | February 7, 2024     |
| September 15, 2023                        | January 25, 2024  | February 8, 2024     |

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 (Log into your Schooltool account for any last minute changes or updates that may have been made.)

### LAST NAMES "A - K"

Grades 7-9: Jayden Wolcott - [wolcottj@dansvillecsd.org](mailto:wolcottj@dansvillecsd.org)  
 Grades 10-12: Zach Matzek - [matzekz@dansvillecsd.org](mailto:matzekz@dansvillecsd.org)

### LAST NAMES "L - Z"

Grades 7-9: Julie Drollette - [drollettej@dansvillecsd.org](mailto:drollettej@dansvillecsd.org)  
 Grades 10-12: Erik Kastner - [kastnere@dansvillecsd.org](mailto:kastnere@dansvillecsd.org)