

## **Chatfield Senior High School Schedule Adjustment Policy**

**All requests for schedule changes will be governed by the following guidelines:**

If an error has been made in the scheduling of courses, the student must make an appointment with their counselor to rectify the error.

**The following circumstances are considered errors:**

- Student does not have the required prerequisite to be in the class
- My schedule is not complete
- A course is omitted which the student had selected or that is required
- A conflict exists between two courses offered in the same period
- A course is scheduled which the student had not selected
- Too many courses are scheduled in one semester
- Lunch is not scheduled

**The following are not considered errors or acceptable changes:**

- Students or parents requesting a teacher change
- Different lunch/free period/class (friend, time of the day, etc.)
- Students who want certain periods off to accommodate a job or certain activity
- Student changes their mind about a class

Please refer to the entire policy in the registration guide or student planner. I have read and understand the Schedule Adjustment Policy and understand my responsibility in selecting my courses according to this policy.

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_