

SCHEDULE CHANGE POLICY:

- Curriculum Program Change** – College preparatory to vocational or vice versa, college preparatory course work recommended for particular college majors, level changes
(Honors/Advanced Placement/IB to Academic or vice versa, Academic to conceptual/Cognitive Tutor or vice versa)
- Employment** – When a student has gained employment requiring early dismissal. Early Release forms must be approved before a change can be processed.
- Scheduling Conflict** – When a student registers for a course that is no longer being offered or the master schedule creates an overlap in course selections (i.e. two courses are offered once a day in the same modules)
- Previous Failure** – When a class is scheduled with a teacher with whom the student has achieved failing work and when another instructor is available to teach the same course.
- Summer School Record** – When a student has completed or failed a course during summer school and when this circumstance affected the student's course selections.
- Urgent Personal and Appointment Conflicts** When a student has a medical issue verified in writing by a doctor and requires a change of schedule.