


Standard Operating Procedure:

Subject: High School Schedule Change	Effective Date: September 1, 2020	Page: 1 of 2
	Approved by: Eileen F. Shafer, M.Ed. Superintendent of Schools	

I. Purpose:

To establish District Guidelines for the 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 the Google Form. The link to the form will be posted on the Guidance Department's website and emailed to students, staff and administration. The form must be filled out completely and accurately. All requests will be considered by the School Counselor and will be granted for reasons deemed valid. Requests will be fulfilled within one week.
- 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 & Parent request to be drop advanced courses
 - 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 must notify the Scheduler in writing within 24 hours of all master schedule changes. Scheduler must 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. Any unusual teacher reassignments or changes will be notified to the Assistant Superintendent by the scheduling office. The window for schedule changes shall end midway of the 1st marking period (approx. Oct. 15th). Schedule change requests after October 15th shall require special consideration from the Guidance Supervisor and/or Child Study Team Supervisor. Schedule changes shall not take place within a two-week window of the grading cycle.

V. Dissemination:

The Superintendent will disseminate this SOP to all building Administrators, Guidance Teams, Child Study Teams & Teachers.