

Thornton Academy
Schedule Change Policy
2025-2026

Class Adjustment Period

- Semester I classes: Adjustment period ends September 12
- Semester II classes: Adjustment period ends January 30

Important details:

- Changing the **level** of a class requires consultation with teachers and parents.
- Classes dropped during the adjustment period **do not appear** on the student's official transcript.
- After **September 13** (Semester I) or **January 30** (Semester II), new classes will only be added under **extenuating circumstances**.

Class Drops After the Adjustment Period

- Semester I drop window: September 12 – December 10
- Semester II drop window: January 31 – April 1

Process to drop a class:

1. The student meets with their school counselor.
2. The counselor provides a Request to Drop a Class form.
3. The student must get signatures from the teacher and parent and return the form to the counselor before the schedule change can be made.

Key notes:

- Classes dropped after the adjustment period will show a **“W” (Withdrawal)** on the student's transcript.
- Class drops **are not permitted** after the final drop dates listed above.