

SCHEDULE CHANGE GUIDELINES :



Please note the following information regarding when the Dublin Scioto Student Services Department will be accepting/processing schedule change requests. Schedules for the 2025-26 school year will be posted in Infinite Campus on August 11th.

Please refer to the Schedule Change Request Form for 2025-26 in order to determine which schedule change category/reason applies to your schedule change request and when the change can be submitted.

Change requests for reasons 1- 6 ONLY (on the Schedule Change Request Form) can be turned in starting **August 11th, 2025** by either submitting the form electronically to your counselor via email or by turning the form into Student Services. Changes will be processed according to availability in the schedule prior to the first day of school. Please check Infinite Campus and your student email regularly for updates on any schedule change requests.

Change requests for reasons 7-10 (on the Schedule Change Request Form), can be turned into Student Services starting **August 19th, 2025**. Counselors will begin to process these changes on **August 19th, 2025**. Counselors will notify students as soon as possible if their requested schedule change was not able to be made. Please check Infinite Campus and your student email regularly for updates on any schedule change requests.

Please also note that due to the volume of requests, it may take more than one school day for your request to be processed

****For change requests reasons 7-10: Students should continue to follow their original schedule until they receive a new schedule (any changes able to be made will show in Infinite Campus)****

****Class sections and staffing were set in the spring based upon student scheduling requests at that time. In order to maintain an effective and efficient scheduling process and following the district's responsible staffing plan, requests may not be able to be approved as classes are staffed and at or near capacity.**

Dublin City Schools Schedule Change Request Form

For Office Use Only:
 Date received: _____
 Date changed: _____

- PLEASE READ CAREFULLY: From the time a student returns the course request form (January) until the end of the school year (May), a student may request a schedule change. In these cases, this form is NOT needed. It is important to realize that our master schedule is based upon the student requests made in January. In order to be fiscally responsible, the number of class sections within each subject area is based on these projections. These requests also dictate new teacher hires during the summer. Once classes are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity. Students may not be enrolled in a class that is considered filled. Once a student has received his/her schedule in August, through the remainder of the school year, this form must be completed to propose a schedule change.
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Name: _____ Grade: _____ ID #: _____

Student Cell #: _____ Email: _____

Drop: _____ Add: _____ Counselor: _____

Please select the reason for your requested schedule change to be considered.

	1. Senior needing to meet graduation requirements
	2. Inappropriate course level as dictated by the prerequisite
	3. Replacement of Summer School courses after successfully completed
	4. Adjustments for Ed. Options: College Credit Plus, Tolles, APEX, Mosaic, Zoo School, DTA, YPA, DBA, IEP, RtI (Additional paperwork is required to drop or add a College Credit Plus course.)
	5. A computer error - example: unbalanced schedule - 2 Study Halls or 2 Phys. Ed. classes the same semester
	6. Grade Replacement/ Repeat Credit allows a student to repeat the class to improve his/her skills and earn a higher grade Highest grade calculated in GPA; cannot earn credit twice for the same course.
	7. **Scheduling from/into AP, IB, Honors or Level Change - See back of this form for details, grading policy, and timelines PARENT & TEACHER COMMUNICATION & SIGNATURES REQUIRED - see below.
	8. Dropping an elective or core class to add a study hall
	9. Change from virtual to in-person or in-person to virtual. (Virtual course changes use the Add/Drop dates as outlined in this handbook.)
	10. Other Changes: If you do not meet any of the above allowable schedule change criteria, you may appeal to the administration by writing a persuasive letter of request <ul style="list-style-type: none"> • Provide, in paragraph form, insight into the reason(s) you originally requested the course, reason(s) why you want to take the new course, as well as an explanation of why you think an exception to the designated scheduling process should be made • Although the essay may meet the criteria, changes will be granted based upon seat availability

SIGNATURES REQUIRED

TEACHER SIGNATURE: _____ (REQUIRED)

PARENT SIGNATURE: _____ (REQUIRED)

STUDENT SIGNATURE**: _____ (REQUIRED)

**BY SIGNING HERE, I UNDERSTAND THAT I MUST BE ENROLLED IN AND PASSING FIVE CORE CLASSES THROUGHOUT THE SCHOOL YEAR IN ORDER TO MEET ATHLETIC ELIGIBILITY.

IEP/504 ADVOCATE SIGNATURE: _____ (REQUIRED)

**Elective schedule changes that necessitate a change in period will not be permitted.
 Schedule changes are not in effect until you receive a revised schedule.**

SCHEDULE CHANGES

Schedule Changes

- Once a student, teacher, and/or parent recognizes that the level of difficulty of a class is not accurate for that student, a level change up or down should occur immediately.

Level Change Down

- A level change down in a course is defined as moving from a specific AP or IB course to the corresponding honors course; or from a specific honors course to the corresponding conventional course. Not all courses have a level down change option.
- No level change down is permitted after October 16th in the 1st semester and after March 13th in the 2nd semester. Any level change down will transfer all previously earned grades, including the associated weight (i.e. 84% in an honors course = 89% in a conventional course; 84% in an AP/IB course = 94% in a conventional course).

Level Change Up

- A level change-up in a course is defined as moving from a specific conventional course to the corresponding honors, AP or IB course; or from a specific honors course to the corresponding AP or IB course.
- No level change-up is permitted after the first two weeks of each semester.

DATES FOR ADDING AND DROPPING DCS CLASSES		
*NOTE: These dates to do not apply to CCP courses.		
SEMESTER	ADD	DROP
1st Semester	August 21, 2025	<p>August 19, 2025 – October 29, 2025 Notation of the course will be expunged from the transcript</p> <p>October 30, 2025 – December 19, 2025 Withdraw/Fail (WF) will be awarded on transcript Calculated as a failure in the student's GPA</p>
2nd Semester	January 8, 2026	<p>January 8, 2026 – March 27, 2026 Notation of the course will be expunged from the transcript</p> <p>March 28, 2026 – May 29, 2025 Withdraw/Fail (WF) will be awarded on transcript Calculated as a failure in the student's GPA</p>

IMPORTANT CONSIDERATIONS:

- Dropping a course may endanger your grade placement or graduation status. Review the Graduation Requirements listed in the Academic Programs and Pathways.
- Dropping a course may endanger your athletic eligibility. During the nine-week grading period preceding athletic participation, the student must be passing five (5) equivalencies as defined by the Ohio High School Athletic Association. Parents and students are responsible for monitoring the necessary athletic eligibility requirements. If you have any questions, contact the athletic office or coach for clarification.

*CCP CONSIDERATIONS:

Add/drop dates for College Credit Plus courses are based on the academic calendar of **the applicable college/university**.

- If a student drops a CCP course after the first 10 days of the college/university academic calendar:
 - The student's family is responsible for tuition, fees, and textbooks.
 - Students are not guaranteed a seat in a DCS course until a new semester begins.
 - Students should notify counselor immediately to discuss impact on graduation requirements.