Green High School Schedule Changing Guidelines:

In order to provide the greatest opportunity for students to schedule appropriately and maximize instructional time, the following guidelines have been established for schedule changes.

1. **The last day of school (of the previous school year) will be the deadline to initiate schedule changes.** Students and parents will receive a confirmation of scheduled classes in late May. Families should use this notification to review their student's schedule and request changes when appropriate.
2. **Schedule corrections will only be performed after the deadline in the following circumstances:**
    a. A course that was on the student's selection sheet has been omitted.
    b. A course is scheduled that the student has not selected.
    c. Too many or too few courses are scheduled.
    d. Lunch is not scheduled.
    e. Student has not met the prerequisite of a course.
    f. Students have completed/not completed a course in summer school.
3. **Schedule changes from one course to a more or less difficult one within a content area can be requested after the tenth day of school and in accordance with the following:**
    a. After the 10th day of school and through the first interim, students may request to change to a different level of course. Student/parent initiated changes will not be honored after the 5th week of school.
    b. All requests must be made in writing to the student's counselor bearing the student's signature , as well as a parent signature, and the signature of the teacher from whom the student is transferring.
    c. If there is a disagreement among the academic team (student, parent, teacher, counselor), a conference with a principal will be scheduled.
    d. All changes under this circumstance are also subject to seat availability.
    e. Teacher initiated changes may be made through the 2nd grading period.
    f. Grades accumulated in the course from which the student transfers will be given to the teacher of the course in which the student enrolls. Accumulated grades will be transferred to the new course and used in calculating the grade in the new course.
    g. Schedule change requests in this capacity will not be honored for students who have failed to appropriately participate in classroom activities, school offered tutoring, and/or failed to complete assignments.
4. **In specific hardship circumstances, students may request a schedule change after the last day of school deadline.** Students must complete the *"Extraordinary Circumstances Schedule Change request"* within the first 10 days of either semester. This form is available in the Student Services office and online. The request will be reviewed and presented to the GHS Department Chairs for consideration.