ACADEMICS – HIGH SCHOOL

COURSE ENROLLMENT CHANGES

A great deal of time is invested in the registration and scheduling process. Educator allotments are decided by the courses that learners sign up for in the winter prior. For these reasons, no changes will be allowed unless they are deemed necessary by an administrator.

Acceptable reasons for schedule change are:

- I have an incomplete schedule.
- I am enrolled in more than 6 courses in one semester.
- I don't have a course I need for graduation.
- I don't have a prerequisite for a course on my schedule.
- I have already passed and received credit for a course on my schedule.
- I failed this course or another course before with the same educator.
- I want to add or replace a current course with a Dual Credit or AP course.
- I need to make changes to meet the requirements of the Academic, CTE, and ND Scholarships.
- My schedule is academically unbalanced. Example: U.S. Government and Economics are the same semester. I have 5 courses on A days and 2 on B days.

Schedule changes within the first four school days of Semester 1 and the first two school days of Semester 2 **that meet the above requirements** will be dropped without penalty. Beyond this initial window, any dropped class will be recorded with a WF on the student academic record. This includes dropping onsite classes for a virtual course.

Educator changes are not permitted unless the learner failed this course or another course before with the same educator.

RETAKING OF ACADEMIC CLASSES

Learners may wish to retake a class for enrichment purposes. Please refer to the handbook page on Course Retakes.

EXCHANGE LEARNERS

All exchange learners must be approved by the building administration prior to June 30th of the year they wish to attend school here. The sponsoring organization must be on the Advisory List of International Educational Travel and Exchange Program as provided by the National Association of Secondary School Building administrations. We must receive all academic records in advance (including transcripts and English proficiency). We must have the ability to approve the host family in advance. We will only accept a learner for an entire school year. The learner must be at least 16 years old when they arrive here. The learner must be here for fall registration. The learner must meet all of West Fargo Public Schools graduation requirements to receive a diploma.

INCOMPLETES

Work for any course must be completed when the course or semester ends. An extension may be granted only by permission of the educator and the building administration. Work not completed by the end of the course or semester will mean no credit given. The grade will be F with 0 credit.

LEGAL NAME

North Dakota state law requires that a pupil's legal surname be used in all records and communications maintained by a school.

STUDENT EDUCATION RECORDS & PRIVACY

https://www.west-fargo.k12.nd.us/about-us/administrative-policy/fga-ap-student-education-records-privacy

TRANSCRIPT REQUEST

A learner's records or copies of them cannot be sent to any other place without the written consent of the learner, parents or guardians with the exception of another secondary school that the learner plans to attend. We will send a learner's records to colleges, universities, and vocational or trade schools at the request of learners (if they are 18 years old or older), or parents or guardians (if they are less than 18 years old). The above request must be written. This means that we will not and cannot by law send school records to any other agency, organization, or group without first receiving written consent from learners, parents or guardians. Written consent can be given by completing a form that is available in the counselor's or building administration's office or by following the STUDENTS > REQUEST A TRANSCRIPT link on the school website or by writing a letter to the building administration requesting the transfer of such records. These procedures follow the provisions of Public Law 93-380 passed by Congress in 1974.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.