Thornton Academy
Schedule Change Policy
2026-2027

Class Adjustment Period

- Semester I classes: Adjustment period ends September 18
- Semester II classes: Adjustment period ends January 29

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.

Class Drops *After* the Adjustment Period

- Semester I drop window: September 18 – December 11
- Semester II drop window: January 22 – April 2

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.