

SCHEDULE CHANGES ARE LIMITED

As announced last Spring, student course selections were finalized **June 1st**. However, if a student meets the following criteria, then the teacher, parent/guardian, and student may initiate the new course-change process--after all parties have communicated about the possible issues/misplacement.

Type of Change	Requirement(s)
Level Change	<ul style="list-style-type: none">● Academic Misplacement: Student is placed in a class that does not align with his/her abilities (as documented by formative and summative assessments).
Course Change	<ul style="list-style-type: none">● Completed Summer Course● Elective Drop to Study Hall ONLY (within first 15 days, after 15 days Withdraw/Fail).● Must maintain six courses● Students may not drop a study hall to add an additional course after 6/1.
2nd Semester Changes	<ul style="list-style-type: none">● Elective Sequential Changes ONLY● Must be changed no later than December 1● New elective selected, as space is available

Within the first 15 days of a semester, the **Department Chair** has the authority to initiate the course-change process after receiving confirmation of parent/teacher/student communication.

After the first 15 days of the semester, any teacher-initiated course changes must be approved by the **Assistant Principal of Curriculum & Instruction, Mrs. Alexia Ellett**.