

SCHEDULE CHANGE POLICY 2024-25

STUDENTS MUST MAKE AN APPOINTMENT WITH THEIR COUNSELOR TO DISCUSS SCHEDULE CHANGES.

Schedule changes for the ENTIRE year must be made within the first 5 days of the school year. Quarter 1 changes must be made within the first 3 days of Quarter 1. Once schedules are distributed, no schedule changes are guaranteed.

Counselors may approve schedule changes after this time only for the following reasons:

- Graduation requirement not met
- Course prerequisite not met
- Course level adjustment – placement change necessary for student success as recommended by teacher
- Course previously taken with credit earned
- Adjustment required for enrollment in Early College Credit, Start College Now, Youth Apprenticeship, and work programs

Note: Any other course drops outside the initial schedule change window that are not listed above will be dropped with an F.

Changes WILL NOT be made to switch lunches, class periods, or teachers.