

Schedule Change Policy

Tahquitz High School

2018-2019

SCHEDULE CHANGE POLICY:

To support academic success, our goal is to have all students in appropriate classes as quickly as possible.

Schedule changes will only be considered for the following criteria:

- An incomplete schedule.
- Course already completed.
- Scheduled into a duplicate class.
- Prerequisite not met (includes level changes based upon prior academic performance)
- Movement of Early Release or Late Start period.
- Missing graduation requirement.
- Course level placement issue.

During August 1st through August 3rd registration, counselors will only meet with students who meet the Schedule Change Policy criteria. For all other requests, the schedule is as follows:

August 13th (First day of school) - No requests to change schedules will be made.

August 14th - Senior schedule change requests

August 15th - Junior schedule change requests

August 16th - Sophomore schedule change requests

August 17th - Freshman schedule change requests

During this time, counselors will see students on a walk in basis from 7:00am-7:47, during lunch and from 3:01 to 4:00. Students must have a schedule change request form signed by their parent (forms will be available in the Counseling Department). All schedule changes are subject to availability and counselor discretion. *Schedules will not be changed to change the order of classes, for teacher preference or to previously selected elective.*

For students requesting to change an AP/Honors/Dual Enrollment class, no requests will be made until the second week of school. Students must speak to their teacher and a parent/teacher conference will be scheduled with the student's counselor and an administrator.

Student Name: _____ ID _____

I understand the Schedule Change Policy for the 2018-2019 school year.

Parent Signature

Date

Student Signature

Date