

## FREQUENTLY ASKED RUHS SCHEDULING/COUNSELING QUESTIONS 2015-16

The counseling team will be available during registration to answer questions about schedules for all students in the attendance office windows. **All schedules received at registration are draft schedules.** Students will report to the gymnasium to pick up their final schedule on Wednesday, August 26<sup>th</sup>, prior to school starting.

<b><u>Course changes MAY be requested for:</u></b>	<b><u>Schedules MAY NOT be changed for:</u></b>
<ul style="list-style-type: none"> <li>· <b>Course schedules are incomplete</b> <i>(For example, a course is missing from their schedule or there is a gap in the schedule in the middle of the school day.)</i></li> <li>· <b>Students are not placed in requested or alternate courses</b></li> </ul>	<ul style="list-style-type: none"> <li>· <b>Request of schedule in a different order</b> <i>(unless specified in IEP/504 Plan)</i></li> <li>· <b>Request a change of teacher</b></li> </ul>
<p>Schedule changes may only be requested at registration for specific purposes (above). Schedule change forms will be made available at registration and on our website <a href="http://www.redondounion.org">www.redondounion.org</a> → Counseling Locker beginning Aug. 10<sup>th</sup>.</p> <p>Course changes will be limited depending on space available.</p> <p><b>The student initiated request window will reopen: Monday, August 31<sup>st</sup> to Tuesday, September 8, 2015 for ALL courses.</b></p>	

### **HOW ARE CLASSES DETERMINED?**

Schedules are determined based on the number of student who requested each course in the spring. In order to meet the needs of all students, we do our best to open as many sections of courses as possible.

In order to continue to expand programs we must decide which courses have enough student requests to open for the school year. There are cases where a few more students requested courses than there are seats available, or a course is only offered the same period as another. As a result, your child's schedule may be impacted. In these cases, the counseling team worked hard to place students in alternate electives.

### **CAN I CHANGE LEVELS FROM HONORS TO COLLEGE PREP?**

Due to the practice of building the schedule around student requests, in cases where students have decided not to take a course over the summer, **course changes will only be made based on available room in the desired course.** *As a result, it is important for students who requested honors and Advanced placement courses to complete all summer reading and homework before the beginning of school on August 26, 2015.* Students can find the online reading and homework on our website at [www.redondounion.org](http://www.redondounion.org). **Level changes will only be made if room is available.**

### **I WENT TO SUMMER SCHOOL, WHAT DO I DO?**

If students attended and successfully completed summer school outside of RBUSD, please bring the summer school transcript to registration to ensure schedules are corrected before the first day of school. Transcripts can be turned into Ms. Joy Scarcliff Monday through Friday. If students attended summer school at Redondo Union or through RBEF, student information will be in our system and schedules can be corrected at registration.

### **IF I CANNOT ATTEND REGISTRATION, WHAT DO I DO?**

At registration, students can stop by the counseling corner to speak to their counselor or submit a request. If students are unable to attend registration, or make-up registration, counselors will be available for course changes beginning **August 31, 2015.**

**FALL 2015**  
**REQUEST FOR COURSE CHANGE**  
*Redondo Union High School*

<u>Course changes MAY be requested for:</u>	<u>Schedules MAY NOT be changed for:</u>
<ul style="list-style-type: none"> <li>· <b>Course schedules are incomplete</b>  <i>(For example, a course is missing from their schedule or there is a gap in the schedule in the middle of the school day.)</i></li> <li>· <b>Students are not placed in requested or alternate courses</b></li> </ul>	<ul style="list-style-type: none"> <li>· <b>Request of schedule in a different order</b>  <i>(unless specified in IEP/504 Plan)</i></li> <li>· <b>Request a change of teacher</b></li> </ul>

<p>Name: _____ Date: _____</p> <p>Student Email: _____</p> <p>Grade: 9 10 11 12 Counselor: _____</p> <p><b>***Request for schedule changes will <u>NOT</u> be processed via email or by phone.</b></p> <p><b>***Teacher and/or period change requests will <u>NOT</u> be honored.</b></p> <p><u>Reason for request:</u></p> <hr/> <hr/> <hr/> <hr/>	<p>Course I want to DROP: _____</p> <p>Course I want to ADD: _____</p> <p style="text-align: center;"><i><b>Please Note:</b></i></p> <p>Schedules will not be changed without parent/guardian permission.</p> <p>Requests for course changes are based on course availability and are not guaranteed</p> <p>Student Signature: _____</p> <p>Parent Signature: _____</p> <p><b>***For processing, please bring this signed form to your counselor, at registration or during snack or lunch between August 31<sup>st</sup> &amp; September 8<sup>th</sup>. ***</b></p>
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