

SCHEDULE ADJUSTMENT PROCESS FOR 1st SEMESTER 2019

The process at the start of the semester is as follows:

Thursday, August 22nd and Friday, August 23rd

- Schedule adjustments will be made for the following reasons:
 - missing **required** core courses (ie US History for Juniors)
 - misplacement in course level (ie Spanish 1 vs Spanish 2)
 - a course has already been completed
 - Seniors only, missing a class needed for graduation
 - Two classes scheduled during same period
- Students must **first** report to their scheduled classes.
- Students should **NOT** wait in line for a schedule adjustment if just dropping homework lab or adding student assistant (Grades 11th and 12th ONLY). Forms can be submitted to the bin outside of the upstairs office.
- **PREFERENCE ADJUSTMENTS WILL NOT BE CONSIDERED.**
- Schedule adjustments will take place on **August 22nd and 23rd ONLY** with a Teacher or Advisor request and signature on a PINK “Ticket to Request an Emergency Schedule Adjustment” form. The forms are available from classroom teachers.
- A parent signature is required to drop a class.
- On August 22nd and 23rd schedule adjustments must be made during an open period or during a class that the adjustment affects, with the teacher’s signature and approval. Students can **NOT** skip class to request an adjustment. Student who miss class will be marked absent and accrue detentions.
- The schedule of classes is full with only a few exceptions. Adjustments of any kind are therefore limited.

Monday, August 26th and Tuesday, 27th

Students who do not meet the “Emergency” requirements can submit a request for schedule adjustments on **Monday, August 26th or Tuesday, August 27th** by submitting a completed, signed Schedule Adjustment Form to the LIFE CENTER during the following times:

Monday: **Before school (8am-8:55am), during morning break, lunch**

Tuesday: **Before school (7:30am-7:55am), during morning break, lunch**

The Schedule Adjustment forms are available outside the Upstairs Office.

Due to the high number of requests, Schedule Adjustments will not be made via email.

LAST DAY TO ADD A CLASS IS TUESDAY, AUGUST 27TH

**** STUDENTS ARE ONLY ABLE TO DROP A CLASS AFTER TUESDAY, AUGUST 27TH IF IT DOES NOT MAKE THEM UNDER ENROLLED****

**LAST DAY TO DROP A SOLID BLOCK CLASS W/O PENALTY IS
THURSDAY, SEPTEMBER 5TH**

**LAST DAY TO DROP AN ALT. BLOCK CLASS W/O PENALTY IS
THURSDAY, SEPTEMBER 19TH**