

SCHEDULE ADJUSTMENT PROCESS FOR SPRING SEMESTER (2020)

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

Wednesday, January 22nd and Thursday, January 23rd

- Emergency 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)
 - 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. These forms should be left in the baskets in the Student Center.
- **PREFERENCE ADJUSTMENTS WILL NOT BE CONSIDERED.**
- Schedule adjustments will take place on **January 22nd and January 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. The PINK ticket needs to be submitted in the Student Center during an open period or during the period the scheduling conflict occurs.

Friday, January 24th and Monday, January 27th

Students requesting a non-emergency schedule adjustment must complete the online Schedule Adjustment Form. Please click [HERE](http://bit.ly/ihsform). (bit.ly/ihsform)

Students follow the directions provided on the form and submit the completed form to the **LIFE CENTER** during the following dates and times.

Friday, January 24th **before school 7:30-7:55am, during break, or lunch**

Monday, January 27th **before school 8-8:55am, during break, or lunch**

LAST DAY TO ADD SOLID OR ALTERNATING BLOCK CLASSES

MONDAY, JANUARY 27TH (4 DAYS)

LAST DAY TO DROP SOLID BLOCK CLASSES W/O PENALTY**

WEDNESDAY, FEBRUARY 5TH (10 DAYS)

LAST DAY TO DROP ALTERNATING BLOCK CLASSES W/O PENALTY**

THURSDAY, FEBRUARY 20TH (20 DAYS)

**** STUDENTS ARE ONLY ABLE TO DROP A CLASS DURING THIS TIME IF IT DOES NOT CAUSE THEM TO BE UNDER ENROLLED.**