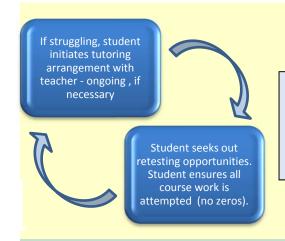
Guidelines for Schedule Change Consideration

The following process is to be followed in order to be eligible for schedule change consideration after the first week of school has passed. This process pertains to all requests for course and level changes and is dependent upon meeting timeline requirements.



Collaboration and direct communication between student and teacher is paramount and ongoing. This cycle should be repeated as necessary to ensure student success.



Parent/teacher communication is an important and **required** next step toward ensuring student success. Open lines of communication enable an effective partnership to help the student.

If after continued joint efforts on the part of the student, teacher, and parents, the student is still underperforming in the course – the parent or the teacher may contact the student's counselor to share the concerns. A Schedule Change Request form should be completed in order for a change to be considered.

The counselor will gather and review all pertinent information: student average, student test/retest scores, work completion information, teacher feedback, parent feedback, student feedback, etc. Schedule change determinations are then made in consultation with administration and are dependent upon option/staff availability and mandatory course credit timelines.

