

# CENTRAL HIGH SCHOOL - SCHEDULE CHANGE REQUEST

Schedules **will not** be changed due to job requirements, extracurricular activities, failing grades, teacher preference, or lunch hour/study hall preference. Please review guidelines on the reverse side.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

I would like to request that my son/daughter \_\_\_\_\_ be allowed to drop  
\_\_\_\_\_ and add \_\_\_\_\_ for the following reasons.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that simply making this request does not in itself mean that the proposed change will occur, but that it will be considered, and I will be notified on the decision through my son/daughter. A rejection of this will either end the process or require a parent/teacher/administrator conference for further consideration.

Parent Signature: \_\_\_\_\_ Parent Phone # \_\_\_\_\_

Teacher Input: \_\_\_\_\_ Signature \_\_\_\_\_

Counselor Input: \_\_\_\_\_ Signature \_\_\_\_\_

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## Administration Approval/Denial

**To Drop:**  
Approved  Denied

**To Add:**  
Approved  Denied

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**See Guidelines on Reverse Side**

## SCHEDULING GUIDELINES

Students and parents are urged to proceed through the registration process with careful consideration to the selection of courses. Each student must have a minimum of five (5) credits per year. It is the policy of Central High School to *not* make schedule changes after the student's schedule is established, sent to parents, and teachers are assigned to classes. On May 1<sup>st</sup>, the course selections for the upcoming school year are final and students will be expected to keep courses for the entire year. Schedules will not be changed due to job requirements, extracurricular activities, failing grades, teacher preference, lunch hour preference, or if a small class size is lowered or a large class size raised.

There are some instances in which a course schedule may be changed. These include: computer error, balancing class size, balancing a schedule that has two study halls in one semester by placing one in each semester, changing skill levels (honors to regular or vice versa) or repeating a failed class with the same instructor. In such classes, a *Schedule Change Form* must be completed and approved. Students must attend previously scheduled classes until approval is granted.

### *Course Selection / Adding / Dropping Classes*

Scheduling student requests and balancing sections is a complicated task and schedules will not be changed for teacher, study hall, or lunch hour preference. Students are not permitted to add classes beyond the first 5 days of a semester without teacher **and** administrative approval.

Students will be allowed to drop courses without record under the following circumstances:

- Dropping a yearlong course must occur by the last school day of September.
- Dropping a yearlong course during second semester must occur by the end of the fifth (5<sup>th</sup>) day of the semester.
- Dropping a semester course in first semester must occur by the last school day of September.
- Dropping a semester course in second semester must occur by the last school day of February.
- Dropping a summer school course must occur within the first five (5) days of class.

Drops after the designated timeframe will result in a semester grade of WF. The WF grade factors into GPA calculation equivalent to a grade of "F".