

## **SCHEDULE ADJUSTMENT PROCESS FOR 1st SEMESTER (2017)**

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

### **August 24<sup>th</sup> and August 25<sup>th</sup>**

- 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)
  - 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. These forms should be left in the baskets in the Student Center.
- **PREFERENCE ADJUSTMENTS WILL NOT BE CONSIDERED.**
- Schedule adjustments will take place on **August 24th and 25th 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 24th and 25th 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.
- PE adjustment will be made with the PE class.
- The schedule of classes is full with only a few exceptions. Adjustments of any kind are therefore limited.

### **August 28<sup>th</sup> and August 29<sup>th</sup>**

Students who do not meet the “Emergency” requirements can request a change by submitting a completed, signed Schedule Adjustment Form to the **LIFE CENTER** Monday, August 28<sup>th</sup> **before school (beginning at 8am), during break, or lunch** and Tuesday, August 29<sup>th</sup> **before school (beginning at 7:30am), during break, or lunch**. The Schedule Adjustment forms are available on the bulletin board outside the Upstairs Office.

- **LAST DAY TO ADD A CLASS IS TUESDAY, AUGUST 29<sup>th</sup>**
- **LAST DAY TO DROP SOLID BLOCK CLASSES W/O PENALTY IS THURSDAY, SEPTEMBER 7<sup>th</sup>**
- **LAST DAY TO DROP ALTERNATING BLOCK CLASSES W/O PENALTY THURSDAY, SEPTEMBER 21<sup>ST</sup>**