

GUIDELINES FOR SCHEDULE CHANGE

Given the limitations we face, created by the need to manage class size and limited flexibility due to schedule complexity, there are very few circumstances under which we will consider adjustments to schedules that have been provided to students at the start of school. In order to be considered, requests must be filled out on the form provided within the first week of the school year. Only conditions outlined by the form and verified as valid may result in consideration.

Incoming freshmen will have schedules available during the Ambassadors' orientation on Wednesday (8/19) from 4 – 6 PM. All other students will be able to pick up schedules on Thursday (8/20) in conjunction with the opportunity to “walk their schedules” from 4 – 6PM on the 20th. Completed schedule change requests, using the form provided (opposite) will be received beginning on 8/19 and continuing through 2:15 PM on Wednesday, 8/26. Only those requests that correct scheduling problems will be considered, and only if they fall into the categories outlined on the form will they be processed. After Wednesday, August 26th at 2:15 pm, no additional requests will be accepted, although requests received by then will be processed until all have been reviewed and decisions made. Bear in mind that after the 10th day of class (9/04/2015) students may not be dropped from any EOC or AP class for any reason, so adjustments involving EOC or AP classes will be processed as early as possible during the time frame outlined above.

Please understand that during this time, our first priority is to have all **new** students scheduled so they can begin attending classes. Following that, counselors will be diligent in working through requests submitted as outlined above. In order to do so, they will not be able to field telephone calls or respond to emails concerning scheduling issues, nor will they be able to meet with students or parents to discuss requests unless they initiate contact. Written requests on the form provided will be the only acceptable way to communicate needs. Forms must be completely filled out to receive consideration, and telephone, in-person or email requests will not be honored in the process and may delay the processing of written requests submitted. We know that your student's academic program is of great importance, and appreciate, in advance, your understanding and cooperation in allowing us to give each student, in turn, appropriate consideration. This is why during the registration process we stressed the importance of good decision making at that time.

Please note...until written confirmation of a changed schedule is provided to a student (a printed, revised schedule), students must follow their original schedules provided on the first day of school. Failure to do so will result in consequences for class cuts. Thank you again for supporting your student and your school - South Mecklenburg High School.

**South Mecklenburg High School
SCHEDULE CHANGE FORM**

Date _____ **Grade (HR)** _____

Student Name _____ **ID** _____

Which of the following reasons merits consideration of this request?

- _____ insufficient or too many classes listed (8/year in most cases)
- _____ classes required for graduation or promotion are missing,
- _____ credit has already been earned for classes appearing on the schedule,
- _____ pre-requisites for classes have not been successfully completed,
- _____ duplicate classes appear on the schedule,
- _____ classes required for special programs (i.e. World Language Magnet, IDEA Academy) are missing,
- _____ classes appear out of sequence (i.e. Spanish II scheduled in fall, Spanish I in spring)
- _____ participation is limited or impacted due to physical condition (typically PE) – please note that ALL students must take H/PE9 – medical documentation must be attached for any adaptation required.
- _____ classes assigned were not among the choices or alternates selected during the registration process*
- _____ placement (from honors to AP only**)
- _____ placement (standard to honors or honors to standard) - explain reason on the line provided: _____

Please note that changes may occur even if not requested as we continue to balance and adjust class make-up.

**Please note that if you have received a class that was listed as an alternate on your registration card, that does not constitute a legitimate reason for a schedule change request, nor does failure to have provided alternate classes on the registration card. Every effort has been made to grant requests/alternates but in some cases they cannot be accommodated due to limitations in the master schedule, class size limits, and other conflicts that cannot be resolved.*

***Please note that students who registered for and received seats in AP classes must remain in the classes for which they registered.*

DROP

ADD

SENIORS ONLY: EARLY RELEASE REQUEST FORMS, AVAILABLE FROM THE REGISTRAR, MUST BE COMPLETED AND RETURNED TO YOUR COUNSELOR BY AUGUST 26th IN ORDER TO BE CONSIDERED FOR APPROVAL.

Parent/Guardian Signature: _____

Parent/Guardian Contact Info: (phone) _____ **(h)** _____ **(cell)** _____

Parent/Guardian e-mail: _____