

# Schedule Fixes

Are they allowed?



- ✓ A required class is missing
- ✓ A period does not have a class scheduled
- ✓ A course is the wrong level (i.e. didn't meet the pre-requisite)
- ✓ Assigned a class I didn't request or list as an alternate
- ✓ Teacher change - You, a sibling or a parent had the teacher previously and do not wish to have him/her again



**ALL OTHER REQUESTS FOR CHANGES WILL NOT BE HONORED.**

Examples include (but are not limited to):

- ✗ Teacher change (those that don't follow the teacher change protocol)
- ✗ Change elective
- ✗ Change course to a different period

**\*\*Many factors (such as staff changes, class size, and your own graduation requirements) may impact the class change process.\*\***

**If your schedule fix is allowed, please follow these steps:**

1. Fill out a call slip to see your counselor in the Student Services office.
2. Write a brief explanation of the schedule fix you need on the back of the call slip.
3. Your counselor will call you out of class to make the change.



**Remember: The LAST DAY to make a schedule change is August 30 (Wednesday)!**