

# Schedule Correction Request Form

**STUDENT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COUNSELOR:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**PARENT SIGNATURE AND PHONE NUMBER (REQUIRED):**

\_\_\_\_\_

**STUDENT SIGNATURE:**

\_\_\_\_\_

Student-initiated change ☐ Counselor initiated change ☐ Teacher initiated change ☐

	Drop Requested	Add Requested	Teacher approval (after school begins)
Period	Class	Class	
1			
2			
3			
4			
5			
6			
7			
EB			

## Reason for Change:

- Schedule adjustments can be made during the first three (3) days of school.
- Forms must be filled out with the proper parent and teacher documentation.
- Second-semester adjustments will be made by **Dec. 15th. No changes will be made at the beginning of 2<sup>nd</sup> semester.**
- **GUIDELINES FOR DROPPING A CLASS** -Any student who makes a request to drop a course must complete paperwork with the teacher, school counselor and have a parent/guardian signature.
  - ❖ Students are required to carry a minimum of six (6) classes AND a P.E. class.
  - ❖ Students may drop a class until week seven (7) of the semester without penalty if they still have six (6) classes.
  - ❖ After week 7 of the semester, a student dropping a course will receive a grade of "F" for the semester.

**The deadline for dropping an extra class: 1<sup>st</sup> semester- October 12th and 2<sup>nd</sup> semester-March 6th**

## PLEASE CHECK YOUR SCHEDULE CAREFULLY!!!

- **Do I have a FULL schedule?**
  - Do all 7 periods have a class or study hall or release A and B days? Do I need a study hall?
- **Am I enrolled in at least six (6) classes both semesters?**
  - Some classes may have been dropped or changed due to limited enrollment and/or scheduling conflicts.
- **Is PE or Lifetime Wellness on my schedule?**
  - All sophomores are required to take Health and at least one semester of Lifetime Wellness.
  - Juniors and Seniors are required to take PE both semesters unless exempt.
  - A Junior or Senior is exempt from PE if they are out for an activity or have a full schedule.
  - Students need to add PE if their circumstances have changed.
- **Does my schedule contain the required courses I need to graduate?**
- **Do I have the necessary core classes (English, Math, Science and Social Studies)?**
- **Does my schedule contain the required courses I need for college requirements?**
- **Does my schedule contain the required courses I need for NCAA requirements?**

### **GUIDELINES FOR SCHEDULE ADJUSTMENTS**

The staff at Cedar Falls High School believes all students can learn and need to be in challenging and rigorous classes.

Students are responsible for determining and accepting the course of study for which they register. They must plan very deliberately, always keeping in mind high school requirements, individual interests and post high school plans. **Schedule adjustments at this point will be made for academic reasons only.** Parent permission will also be required but does not guarantee a schedule adjustment.

#### **Adjustments are limited and will be based only on the following reasons:**

1. Teacher recommendation and/or request because of inappropriate level placement.
2. Failure in class-credits needed for graduation.
3. Failure in class that is a prerequisite.
4. Transfer students.
5. PSEO students.
6. Computer error.
7. Class schedule that fails to meet minimum load requirements.

#### **Adjustments will NOT be made for the following reasons:**

1. Students wanting to gain release during certain periods.
2. Teacher changes.
3. Classes are full-including PE.
4. To accommodate job schedules.

#### **Timeline for schedule adjustments:**

1. Schedule adjustments will be made on **Thursday, August 17<sup>th</sup> from 8:00 a.m. to 3:30 p.m.**
2. **Please be prepared to wait.**
3. If students are unable to attend on August 17<sup>th</sup>, changes may still be made during the first three days of school.
4. **Forms must be filled out with the proper parent and teacher documentation.**
5. Changes for 2nd semester can be made after school begins. Second semester adjustments must be made by December 15<sup>th</sup>.

***Request for reasons other than those listed above are limited to extenuating circumstances and must have administrative approval.***

### **GUIDELINES FOR DROPPING A CLASS**

Any student, who makes a request to drop a course after school begins, must complete paperwork with the teacher, school counselor and parent/guardian signature. Students are required to carry a minimum of six classes plus PE. Students may drop a class until the 7<sup>th</sup> week of the semester without a penalty if they still have six classes on their schedule. After the 7<sup>th</sup> week of the semester, a student dropping a course will receive a grade of "F" for the semester.

#### ***The deadline for dropping an extra class:***

***1<sup>st</sup> semester- October 12<sup>th</sup>***

***2<sup>nd</sup> semester-March 6<sup>th</sup>***