

SCHEDULE CHANGING POLICY

WEEK	PROCESS	FORM REQUIRED
Week 1-2	Counselor Approval Required Student Requests (see limits below)	Complete QR Code Schedule Request Form
Weeks 2-4	Counselor, Teacher, Administrative Changes ONLY **Due to class balancing, Student and Parent Requests are no longer allowed	
Weeks 5	Counselor OR Administrative Approval ONLY **Due to class balancing, Student, Parent, and Teacher Requests are no longer allowed	
Post Progress Report	No Schedule Changes Allowed **In rare cases, only schedule changes that correct an oversight, which would prohibit a student from being on track for graduation will occur. **Any other highly unusual and extraordinary cases may have a change authorized by administrative approval only.	

Appropriate Schedule Changes are for the following reasons only: