

SCHEDULE CHANGE
REQUESTS

Pre-AP/AP schedule change requests after the advertised add/drop date are subject to the following process:

Change requests for exiting of Pre-AP/AP courses will not be considered before the 10th instructional day of the course to allow students time to work with the teacher and adjust to curriculum requirements.

Requests to exit a Pre-AP/AP course will be considered between the end of the first 10 instructional days and the end of the 1st six weeks of a course. Requests for second semester changes will be considered at the end of the first semester. A student must turn in a written request providing a valid explanation for the schedule change request to his/her counselor. The request must be signed by a parent/guardian.

Before enacting the process to exit, the reason for the schedule change, in conjunction with the student's past academic history, absences, and use of tutorials and interventions will be reviewed.

A conference to include the student, teacher, counselor, administrator or designee, and parent will be held once the written request is received and reviewed. Options to be discussed at the conference include:

- developing a plan for the improvement of the student's performance that includes alternative instructional strategies, student attendance, student effort, student utilization of tutorials and other interventions, and specific target dates for progress reports to student and parent;

or

- exiting the student from the course and placing the student in another appropriate course if the student's past academic history and the committee assessment indicate the student does not have the skills to be successful in the course and the student was inappropriately placed in the course.

UNACCEPTABLE
REASONS

Unacceptable reasons for requesting a schedule change from a Pre-AP/AP course include but are not limited to:

- Student wants a different teacher.
- Student wants a different lunch.
- Student wants to be with friends.

- Student wants to change a class because she/she does not want to do the class work or has not done reading / required work.
- Student signed up for the class because he/she wanted to but wants out of the class since he/she doesn't need the class in order to graduate.
- Student is not making an A or B in the course.
- Student is concerned about GPA.