

Anna High School Schedule Change Guidelines

What is the schedule change process?

At the beginning of the school year, students may submit schedule change request forms to the counseling office within the **first week of classes each semester**. Counselors will correct errors in a student's schedule based on the **acceptable reasons** for a schedule change. Student course requests, as well as transcript evaluations, were used to create schedules. Please keep in mind that alternate courses may have been necessary to fulfill credit requirements and/or to be able to fill all periods of the schedule. After the published deadline, no course changes can be made due to required attendance and credit rules established by the state.

Acceptable Schedule Change Reasons:

- Scheduled in a class that s/he has already received credit, including those completed through credit recovery or summer school
- The same class is listed in your schedule multiple times
- Missing a prerequisite for a scheduled course or error in course level (e.g. English 1 instead of English 3)
- You do not have a full 8 period schedule (Late arrival and Early Release will show in schedule for seniors)
- Students that are requesting out of or into an athletic, fine art, or extracurricular program class must have Coach/Director and Parent approval
- **Seniors: Missing a course required for graduation**

If a student is struggling in an advanced course, what is the required process to follow?

Students should put forth their best effort from the start of enrollment in all courses. Collaboration and direct communication between student and teacher is paramount and should be ongoing. Students should seek out tutoring and retest opportunities and ensure that s/he has no incomplete or missing course work (zeros). Parents and teachers should also communicate via email, phone, or personal conference during this time to support the student. Only after these remedies have been attempted would counseling/administration consider a request for a schedule change.

If after attempting the above remedies, the student is still not experiencing academic success, the following process can be completed.

- Student may fill out a schedule change request after the 1st 6 weeks progress report.
 - The change request must include current teacher approval, documented times of tutorials attended, and date of Parent/ Teacher conference completed.
- The request review period may take some time, so students must continue to work to complete all course work until a decision is finalized. Lack of effort (missing assignments) is not a valid reason for a schedule change.
- The counselor will review all data (grades, transcript, graduation requirements, schedule availability) and determine if the request is approved.
 - Only course changes to the equivalent regular level course will be considered after the 1st 6 weeks. For Example: Pre-AP Chemistry to Regular Chemistry
 - Changes to a different course must wait until the spring semester. For example: Dropping AP Chemistry to move to Advanced Animal Science. All required prerequisites still apply.

Counselors are happy to help with any questions you may have, however; the first line of communication should occur between the student and the teacher, followed by communication between the parent, teacher, and student. The teacher of the student is more accurately able to share what s/he is observing in class and are better able to respond to any questions or concerns.