

**BEFORE REACHING OUT TO YOUR COUNSELOR REGARDING A SCHEDULE CHANGE,
YOU MUST FOLLOW EACH OF THESE STEPS VERY CAREFULLY:**

1. **Review the schedule change guidelines.** If your request does not meet one or more of the criteria, the request cannot be fulfilled. *The following are the only reasons a student may request a schedule change:*
 - *Failure to meet course prerequisites (courses required prior to taking another)
 - *Failure to meet graduation requirements
 - *Course changes due to completion of summer school
 - *Inappropriate level placement (level down or level up)
 - *Students earning a failing grade from the previous year
 - *Incomplete schedule - not enough classes
 - *Error in the schedule: repeat class, two classes in the same period, sequencing problems, balance cores, etc.
 - *Program Changes—ex. Band, Choir, Athletics, etc.
 - *Dropping an elective for an Honors or AP course (only if room in the new course)
 2. **Requests to change electives and requests for specific teachers are not permitted.**
 3. **Review your grade-level course card BEFORE contacting your counselor.**
https://drive.google.com/file/d/1D7mCIJZdvdq5pPuToo_ieMNjoinMxarC/view
 - Note: *Your counselor is not responsible for providing course options. It will be up to you to review the grade-level appropriate courses and give your counselor your choices in order of preference (3-5 options, generally).*
 4. **If your request meets the criteria and you followed all directions, then you MUST complete a schedule change form and submit it to your counselor:**
<https://www.lisd.net/cms/lib/TX01918037/Centricity/Domain/3027/ScheduleChangeForm2021.pdf>
 - Note: *Not all schedule requests can be fulfilled. Completing a schedule change form tells your counselor what to look into; it does not guarantee that the change can be made. Schedule change forms can also be found in the counseling office.*
- Following these steps saves both *you* and your counselor time! It is important that schedule changes are done efficiently and promptly. Always adhere to schedule change deadlines.

*****Once you've submitted your schedule change form, there is no need to follow up with your counselor. Please check your schedule in Skyward after 5pm on Wednesday, January 5, 2022.*****