

# CONSISTENCY IN SCHEDULE CHANGES

## 2023-2024

### PRIOR TO SCHOOL BEGINNING:

- Students may move from Honors or AP to on-level before the first day of class. Once a student begins the Honors or AP course, he/she must stay in the course for 3 weeks. Students may then request a level change at the 3 week mark.
- **Elective changes will not be considered moving forward.** There are, however, circumstances that require a schedule change. Schedule change requests made prior to school starting must meet at least one of the following criteria:
  - Failure to meet course prerequisites
  - Failure to meet graduation requirements
  - Course changes due to completion of summer school
  - Inappropriate level placement (change levels)
  - Students earning a failing grade from the previous year
  - Error in the schedule: repeat class, two classes in the same period, sequencing problems, balance cores, not enough classes, etc.
  - Program Changes - for example: Band, Choir, Athletics, etc.
  - Dropping an elective for an Honors or AP course (only if there is room in the course)
  - Please note that certain schedule changes are not available - for example:
    - Elective for an elective change
    - VLA class to an in-person class change

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### PRIOR TO THE FIRST DAY AND FIRST 3 DAYS:

- Students may level up prior to the first day and during the **first 3 days of class**. For example: change from Algebra 2 to Algebra 2 Honors.

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### FIRST 5 DAYS:

- Seniors wishing to drop a class for Senior In or Senior Out after the start of school may do so **ONLY** if they are dropping a 1<sup>st</sup> or 4<sup>th</sup> period course **within the first 5 days**. Be sure to check the total number of credits and minutes. Do not rearrange classes for this change.
- AP courses with no level change option can be changed **within the first 5 days**. (For example: AP Calculus AB, AP Calculus BC, AP Environmental Science). If a student is in an Honors or AP course and has already completed the lower level course, he/she can drop the upper level course **within the first 5 days**.
- Program changes are allowed to/from Athletics, Performing Arts, JROTC, etc.
- Students can move into Humanities classes as long as there is room.

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**ALL SCHEDULE CHANGES MUST BE COMPLETED WITHIN THE FIRST 5 DAYS**

**NO SCHEDULE CHANGES AFTER DAY 5 WITHOUT PRINCIPAL APPROVAL**

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