

8/17/10



Dear EHS Parents and Students,

We want to take a moment to update you on the purpose and process for schedule changes. We understand that students have a lot of energy around this time and it can be frustrating to not have the schedule they hoped for at the first glance. Below is a brief summary of the process and procedure for schedule changes and I hope this provides clarity during this busy time.

Purpose:

To address scheduling discrepancies that impact your student’s graduation plan and post high school plans.

Rationale:

Students’ schedules are based on the requests they provided in the spring, as well as the computer’s balancing of seats available in each course. This process has variables which create the possibility for discrepancies between your student’s schedule and your student’s graduation needs. Therefore, we have a process for parents and students to communicate these errors so that we can address them.

Process:

- Correcting scheduling to meet ALL students’ needs is a complex process given the desired courses and seats available. Given the complexity of the process, we have modified the schedule change process slightly.
- Additionally, your schedule change will be reviewed by YOUR counselor to ensure that your change request meets your graduation planning needs.
- *Schedules are based on enrollment and staffing allocations. Therefore if we have significant changes in these areas your schedule may be affected. We will contact you directly if this occurs.*
- **You may have an ALT code showing as a class. This indicates we are continuing to work at completing your schedule. If you have a ALT999, we are in need of more information from you to complete your scheduling needs.**

Schedule change requests may be submitted any time after Seagull Days.

****Completed changes will only be distributed at select times.**

Students will need to:

- Review their transcript evaluation
- Articulate how the change supports their graduation and post high school plans.

If you <u>Drop-off</u> your Sch. Change request:	BY - 8/24	BY -8/25 - 8/31	By - 9/3
You can <u>Pick-up</u> your completed Sch. Change:	on 8/30	on 9/7	On The first day of school - in 1st period

Expectations of Students

- Students completed requests that were meaningful in the spring.
- Students will request changes to address conflicts in meeting graduation needs or Post High School requisites (plans).
- Students will request changes IF their schedule places them in the wrong level of a class or they have not completed the pre-requisite.

FAQ’s

- I am a Junior/Senior and I need a class for college that I was unaware of during registration?
 - You may submit a form and explain the situation on your form. We cannot guarantee a correction due to seat counts, but we will monitor for other students dropping courses and see what we can do.
- Can I change my lunch?
 - We will not be able to honor requests to switch lunch. This creates unreasonable moves and changes in seat counts which block other students from getting needed courses.
- Can I switch teachers within the same course?
 - All our teachers teach the District Adopted Curriculum, and will provide you with powerful learning opportunities within the curriculum. Schedule changes to switch teachers are only considered when a students has previously failed the same course with that teacher.
- Can I switch periods?
 - There is not a graduation-based reason to change periods for the same class. We understand that students attempt to change schedules to be with friends, however this is not a request we will be able to honor.