

Kewaskum High School Policy for Schedule Changes

In order to continue to offer the wide range of classes currently available at Kewaskum High School the following guidelines have been put into effect.

This is a change from past practice that is necessary as it affects the allocation of teaching staff, amount of course materials ordered, which courses are offered and class sizes.

Scheduling changes will be considered by the student services department for the following reasons only:

- A level change (for example: per teacher request a math level should be adjusted to be made higher or lower to meet the students' needs)
- A conflict exists in a student schedule that prevents the student from taking one or more of the courses they selected in the registration process
- The student needs to retake a failed course to meet graduation requirements
- A special education case manager has requested a change to meet their student's needs
- Error in schedule (examples: missing a required course, a duplicate class, a hole in schedule, physical injury)

The following are examples of reasons to change a course selection that will no longer be honored:

- The student failed to complete required summer work for an Advanced Placement course they selected
- The student has a change in interests and is requesting a different elective course
- The student would like to switch lunch periods
- The student would like to change teachers
- The student would like to have class with friends
- The student would like to graduate early but missed the deadline to turn in the application to do so

This list is not exclusive - in general, student generated course changes will no longer be honored.

The following document must be completed for appropriate schedule change requests:

**Schedule Change Request Form
Kewaskum High School**

Student Name: _____ **Grade:** _____

Date: _____

School Counselor (Circle one): Mrs. Leoni (A - K) Mrs. Daane (L-Z)

Name of the course you wish to drop: _____

Reason for dropping (check one):

- A level change (for example: per teacher request a math level should be adjusted to be made higher or lower to meet the students' needs)
- Error in schedule (examples: missing a required course, a duplicate class, a hole in schedule, physical injury)
- Administrative approved drop

***Required administrator signature:** _____

Three of the possible options you would like to add in its place:

1. _____
2. _____
3. _____

***Required - Parent signature approving schedule change**

***Required - Teacher signature approving dropping his/her class**

Please note that all schedule changes and course drops will need to occur by the first two days of the trimester for which the course was scheduled. Changes must be approved by the student's school counselor, parent or guardian, and teacher or administrator. Valid reasons for schedule changes are listed in the Kewaskum High School Schedule Change Policy. Check your school email account for a response to your schedule change request.

Please return this form to Student Services no later than the second day of the trimester