

### **Guidelines for Student Scheduling Changes for Credit Bearing Courses**

Schedule change requests at the high school level will be considered until the 10<sup>th</sup> day of the semester. Schedule change requests for middle school students who take courses for high school credit will normally be considered until the end of the first grading period. Schedule changes will not be considered after these deadlines except under extenuating circumstances as approved by the principal.

Schedule changes after the deadline must be approved and justified in writing, signed by the principal, and placed in the student's permanent file. A written copy of this approval and justification must be provided to the student's parent.

Adopted: December 16, 2009

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