

Schedule Changes Frequently Asked Questions

What is process for schedule changes?

Teachers will write down high priority schedule changes based on the schedule review done in class today.

High priority means a student is:

- Missing a class period
- In the wrong level of class
- Has already taken a class
- Is scheduled for two classes in the same period
- Missing a core course or required course.

Your teachers will go through step by step with you to ensure that high priority schedule changes are written down and returned to counselors ASAP.

Schedules will not be changed based on preference.

How do I request a schedule change?

Only schedule changes that meet the guidelines above will be made. Please listen carefully as your AG teacher goes through the schedule review sheet with you. If you have a high-priority schedule change need, this is your opportunity to let the counseling office know that you need a change! There will not be any schedule change forms out as in the past.

How do I become a Teacher Aide or a Student Aide (10th, 11th & 12th grade only)?

In order to become a Teacher Assistant (11th and 12th grade) or a Student Aide (10th, 11th, and 12th), you need to get a TA/SA form (located outside the counseling center) and ask a teacher if you can aide for them. The teacher needs to sign your form and then you must return it to the counseling center, filled out completely. Only students who are already signed up, have a place holder, and/or an error will be approved.

How do I get late arrival or early release (11th & 12th grade only)?

In order to have late arrival or early release, you need to get a late arrival/early release form (located outside the counseling center), have your parent/guardian sign it (yes, even if you are 18 😊), and then return it to the counseling center. You must be on track to graduate in order to have this privilege. This privilege may be revoked if needed.

I have a writing lab or a math lab and I don't want it! How do I get out of it?

If you are in a lab class and you think this is the wrong placement, please ask your lab teacher to email your counselor with the recommendation to switch out. This MUST come from the lab teacher.

I don't like my schedule! Can I change it?

Schedules are not changed based on preference. Counselors do their best to create schedules that meet the needs of each student based on graduation requirements, forecasting, student interests, and class availability. Students who are in the wrong class, need to re-take a class, or have an extenuating circumstance that require a schedule change need to inform your AG teacher at this time.

I don't like my lunch or teacher! Can I change my schedule to change my lunch or teacher?

Schedules are not changed based on preference. Each semester is an opportunity to meet new students, work with new teachers, and build successful student skills, which includes working with a variety of personalities.

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I failed a class! What do I do now (10th, 11, 12th only)?

Make an appointment with your counselor to discuss your options. If you are concerned about your placement in the correct course based on a class failure last year, please let your AG teacher know at this time.

I have a class called "Placeholder" on my schedule. What does this mean?

Placeholder is NOT an actual class. It means that you need to select a class to go in that period. See the master schedule (located outside the counseling office) to select a class for that period. Fill out a schedule change form and turn it in to the counseling center. Report to the counseling center during the period in which you have Placeholder on your schedule until your schedule is changed.