

Schedule Changes

Frequently Asked Questions

How do I request a schedule change?

If you need a schedule change, fill out a yellow schedule change form (located outside the counseling center), and turn it in to the box labeled "Schedule change forms". As counselors process schedule change requests, they will distribute forms and if applicable, new schedules to AG teachers to hand out the following day (sometimes it takes more than one day!). Please do not fill out additional schedule change requests if you have not received the first one back.

How to I become a Teacher Aide or a Student Aide?

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 need to return it to the counseling center. Teachers may also email upon their approval to expedite the schedule change process. A TA/SA form still needs to be turned in to the counseling department as it verifies that you agree to the expectations outlined for the course.

How do I get late arrival or early release (11th and 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.

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?

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 requires a schedule change may fill out a schedule change request form.

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

We do not change schedules based on lunches. Each semester is a new opportunity to meet new students and touch base with old friends.

I failed a class! What do I do now?

Make an appointment with your counselor to discuss your options.

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.