

## **SCHEDULE CHANGE GUIDELINES:**

Please note the following information regarding when the Dublin Scioto Counseling Office will be accepting/processing schedule change requests.

**Please refer to the Schedule Change Request Form for 2016-17 (posted on the Scioto webpage, in the Student Resources Section) in order to determine which schedule change category/reason applies to your schedule change request and when the change can be submitted.**

☆ Changes that are being requested due to **reasons 1- 6** on the Schedule Change Request Form can be turned in starting **August 8<sup>th</sup>, 2016** by either submitting the form electronically to your counselor via email or by turning the form in to the Counseling Office. Changes will be processed according to availability in the schedule prior to the first day of school.

☆ Changes that are being requested due to **reasons 7-9** on the Schedule Change Request Form can be turned into the Counseling Office starting **August 17<sup>th</sup>, 2016**. Counselors will process these changes beginning on **August 18<sup>th</sup>, 2016**. Counselors will notify students as soon as possible regarding whether their requested schedule change was approved or denied.

**\*\* For changes due to reasons 7-9: Students should continue to follow their original schedule until they receive a new copy of their schedule, should a change be made.**

We appreciate your support as we work hard to make sure that all students have their schedule!

**Looking forward to great 2016-17 school year!**  
The Dublin Scioto Counseling Department

# Dublin City Schools Schedule Change Request 2016-2017

For Office Use Only: Date received: _____ Date changed: _____
---

**PLEASE READ CAREFULLY:** From the time a student returns the course request form (February) until the end of the school year (June), a student may request a schedule change. In these cases, this form is **NOT** needed. It is important to realize that our master schedule is based upon the student requests made in February. In order to be fiscally responsible, the number of class sections within each subject area is based on these projections. These requests also dictate new teacher hires during the summer. Once classes are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity. Students may not be enrolled in a class that is considered filled. **Once a student has received his/her schedule in August, through the remainder of the school year, this form must be completed to propose a schedule change.**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID #: \_\_\_\_\_

Student Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Drop: \_\_\_\_\_ Add: \_\_\_\_\_ Counselor: \_\_\_\_\_

**Please select the reason for your requested schedule change to be considered.**

1. Senior needing to meet graduation requirements	6. Grade Replacement/ Repeat Credit allows a student to repeat the class to improve his/her skills and earn a higher grade. Highest grade calculated in GPA; cannot earn credit twice for the same course.
2. Inappropriate course level as dictated by the prerequisite	
3. Replacement of Summer School courses after successfully completed	7. <b>**Scheduling from/into AP, IB, Honors or Level Change</b> See back of this form for details, grading policy, and timelines. <b>(PARENT &amp; TEACHER COMMUNICATION &amp; SIGNATURES REQUIRED – see below.)</b>
4. Adjustments for Ed. Options: College Credit Plus, Tolles, DTA, PLATO, Mosaic, Zoo School, YPA, DBA, IEP, OGT Prep, SST, etc.	
5. <b>A computer error</b> – example: unbalanced schedule – 2 Study Halls or 2 Phys. Ed. classes the same semester	8. Dropping an elective or core class to add a study hall
<b>9. Other Changes: If you do not meet any of the above allowable schedule change criteria, you may appeal to the administration by writing a persuasive letter of request.</b> <ul style="list-style-type: none"> <li>• Provide, in paragraph form, insight into the reason(s) you originally requested the course, reason(s) why you want to take the new course, as well as an explanation of why you think an exception to the designated scheduling process should be made.</li> <li>• Although the essay may meet the criteria, changes will be granted based upon seat availability.</li> </ul>	

## SIGNATURES REQUIRED

TEACHER SIGNATURE: \_\_\_\_\_ (Required)

PARENT SIGNATURE: \_\_\_\_\_ (Required)

STUDENT SIGNATURE\*\*: \_\_\_\_\_ (Required)  
*\*\*By signing here, I understand that I must be enrolled in and passing FIVE core classes throughout the school year order to meet athletic eligibility.*

IEP/504 ADVOCATE SIGNATURE: \_\_\_\_\_ (If needed)

Elective schedule changes that necessitate a change in period will not be permitted.  
**Schedule changes are not in effect until you receive a revised schedule.**

## **\*\*REGARDING LEVEL CHANGES:**

- Once a student, teacher and parent recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately.
- Once a student, teacher, and parent recognize that the level of the current class is not challenging enough for the student, a level change should occur immediately.
- A student may transfer on or before the first interim of each semester. Any level change *after* these dates will transfer all previously earned grades, including weight.
- No level change is permitted after the first 9-week grading period of each semester.

## **DATES FOR ADDING AND DROPPING CLASSES**

**ADD:** The last day to add a credit-bearing course is as follows:

1<sup>st</sup> Semester Deadline: August 23, 2016

2<sup>nd</sup> Semester Deadline: January 10, 2017

### **WITHDRAWAL: 1ST SEMESTER**

Aug. 12, 2016 – Nov. 4, 2016

Nov. 5, 2016 – Dec. 21, 2016

Notation of the course will be expunged from the transcript.

(WF) will be awarded on transcript. Calculated as a failure in the student's GPA.

### **WITHDRAWAL: 2nd SEMESTER**

Jan. 4, 2017 – April 3, 2017

April 4, 2017 – May 25, 2017

Notation of the course will be expunged from the transcript.

(WF) will be awarded on transcript. Calculated as a failure in the student's GPA.

**WARNING:** Dropping a course may endanger your grade placement or graduation status. Review the *Course Planning Handbook* for a listing of the minimum credits needed for grade classification.

**WARNING:** Dropping a course may endanger your athletic eligibility. During the nine-week grading period preceding athletic participation, the student must be passing (5) equivalencies as defined by the Ohio Athletic Association. Parents and students are responsible for monitoring the necessary athletic eligibility requirements. If you have any questions, contact the athletic office or coach for clarification.