

Dublin City Schools Schedule Change Request 2017-2018

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 (May), 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. **Additional form needed from Guidance Office
2. Inappropriate course level as dictated by the prerequisite	7. **Scheduling from/into AP, IB, Honors or Level Change See back of this form for details, grading policy, and timelines. (PARENT & TEACHER COMMUNICATION & SIGNATURES REQUIRED – see below.)
3. Replacement of Summer School courses after successfully completed	8. Dropping an elective or core class to add a study hall
4. Adjustments for: College Credit Plus, Tolles, APEX, Mosaic, Zoo School, DTA, YPA, DBA, IT Academy, IEP, RTI, etc.	
5. A computer error – example: unbalanced schedule – 2 Study Halls or 2 Phys. Ed. classes the same semester	
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. <ul style="list-style-type: none"> • 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. • Although the essay may meet the criteria, changes will be granted based upon seat availability. 	

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 credited classes throughout the school year in order to meet athletic eligibility. PE and Color Guard do NOT count towards 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:

1st Semester Deadline: August 22, 2017

2nd Semester Deadline: January 9, 2018

WITHDRAWAL: 1ST SEMESTER

Aug. 16, 2017 – Nov. 6, 2017

Nov. 7, 2017 – Dec. 20, 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.

WITHDRAWAL: 2nd SEMESTER

Jan. 3, 2018 – April 3, 2018

April 4, 2018 – May 25, 2018

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.