

## **SCHEDULE CHANGE GUIDELINES :**

Please note the following information regarding when the Dublin Scioto Counseling Office will be accepting/processing schedule change requests. Schedules for the 2019-20 school year will be posted in ProgressBook the week of August 5th, 2019.

Please refer to the Schedule Change Request Form for 2019-20 (posted on the Scioto webpage 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 6th, 2019** by either submitting the form electronically to your counselor via email or by turning the form into 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 14th, 2019**. Counselors will process these changes beginning on **August 15th, 2019**. 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.**

Looking forward to great 2019-20 school year!  
The Dublin Scioto Counseling Department

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