

# Dublin City Schools Schedule Change Request Form

For Office Use Only: Date received: _____ Date changed: _____
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**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
	2. Inappropriate course level as dictated by the prerequisite
	3. Replacement of Summer School courses after successfully completed
	4. Adjustments for Ed. Options: College Credit Plus, Tolles, APEX, Mosaic, Zoo School, DTA, YPA, DBA, IEP, RtI (Additional paperwork is required to drop or add a College Credit Plus course.)
	5. A computer error – example: unbalanced schedule – 2 Study Halls or 2 Phys. Ed. classes the same semester
	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.
	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.
	8. Dropping an elective or core class to add a study hall
	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 • 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 core classes throughout the school year in order to meet athletic eligibility.

IEP/504 Advocate Signature: \_\_\_\_\_ (Required)

**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**

## COURSE 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.

### Level Change Down

- A level change down in a course is defined as moving from a specific AP or IB course to the corresponding honors course; or from a specific honors course to the corresponding conventional course.
- A student may transfer on or before September 20th in 1<sup>st</sup> semester and before February 14th in 2<sup>nd</sup> semester. Any level change down will transfer all previously earned grades, including the associated weight (i.e. – 84% in an honors course = 89% in a conventional course; 84% in an AP/IB course = 94% in a conventional course).
- No level change down is permitted after September 20th in 1<sup>st</sup> semester and before February 14th in 2<sup>nd</sup> semester.

### Level Change Up

- A level change-up in a course is defined as moving from a specific conventional course to the corresponding honors, AP or IB course; or from a specific honors course to the corresponding AP or IB course.
- No level change-up is permitted after the first two weeks of each semester.

## DATES FOR ADDING AND DROPPING CLASSES

- **ADD:** The last day to add a credit-bearing course is:
  - 1<sup>st</sup> Semester: August 24, 2021
  - 2<sup>nd</sup> Semester: January 18, 2022
- **WITHDRAWAL:** The window to withdraw from a credit-bearing course is:
  - 1<sup>st</sup> Semester: August 13, 2021 – November 5, 2021
    - Notation of the course will be expunged from the transcript
  - 1<sup>st</sup> Semester: November 6, 2021 – January 10, 2022
    - (WF) will be awarded on transcript
    - Calculated as a failure in the student's GPA
- **WITHDRAWAL:** The window to withdraw from a credit-bearing course is:
  - 2<sup>nd</sup> Semester: January 11, 2022 – March 25, 2022
    - Notation of the course will be expunged from the transcript
  - 2<sup>nd</sup> Semester: March 26, 2022 – May 27, 2022
    - (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 five (5) equivalencies as defined by the Ohio High School 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.
- **WARNING:** Add/drop dates for College Credit Plus courses are based on the academic calendar of the applicable college/university. **For students dropping a CCP course, after the first 10 days of the college/university academic calendar, parents are responsible for tuition, fees, and textbooks.**