

## SCHEDULE CHANGE GUIDELINES :

---



Please note the following information regarding when the Dublin Scioto Student Services Department will be accepting/processing schedule change requests. Schedules for the 2022-23 school year will be posted in ProgressBook the week of August 8th, 2022.

Please refer to the Schedule Change Request Form for 2022-23 (posted on Scioto Student Services page on Scioto website) 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 9th, 2022** by either submitting the form electronically to your counselor via email or by turning the form into Student Services. Changes will be processed according to availability in the schedule prior to the first day of school. Please check ProgressBook and your student email regularly for updates on any schedule change requests.

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 17th, 2022** . Counselors will process these changes beginning on **August 18th, 2022** . Counselors will notify students as soon as possible regarding whether their requested schedule change was approved or not able to be made. Please check ProgressBook and your student email regularly for updates on any schedule change requests.

**\*\*For changes due to reasons 7-9: Students should continue to follow their original schedule until they receive a new schedule (change will be reflected in ProgressBook)\*\***

