

Schedule Change Request

Due to budget constraints and state reporting requirements, the course requests and schedules must be **finalized in order to allocate teaching assignments and master schedule creation**. Therefore, there is very limited flexibility in making course changes once the master schedule is established. If you feel there are compelling or serious extenuating circumstances that warrant consideration for a course change after student schedules are finalized (**see "Compelling Reasons for a Schedule Change" information below**), please outline your concerns below, collect required signatures and comments and return this form to your School Counselor **before** the start of the semester. Remember that School Counselors have extremely limited hours in summer and are not here during normal school breaks. Teacher and period requests will not be honored.

After the 3rd day through the first mid-quarter of the semester, only level changes will be made once the student, parent, teachers, and school counselor communicate with each other, review the data, and come to a consensus that a change in program is warranted.

Is there a way students can select their teacher for a particular course? Although it is true that students have different styles of learning and teachers have different styles of teaching, a large part of life's survival skills is learning how to adapt and work with various personalities and teaching styles. Many students often find that the teacher they were not so fond of early in the semester becomes one of their favorites by the end of it. We also need to balance classes and teacher loads equitably.

What are the first steps I should take if I am having academic trouble with a particular subject? Your first step should be to talk to your teacher. Many students use peer tutors to help them through difficult chapters and/or problems and they also attend study sessions or work with a teacher during Bomber Time regularly. Be sure to see your school counselor, if you are struggling in any academic area.

COMPELLING REASONS FOR A SCHEDULE CHANGE

Compelling reasons for a class change request after student schedules are finalized may include:

- Original course request could not be scheduled and another option is desired
- Scheduling conflict
- Scheduling error
- Second semester final grades (either higher or lower) change course recommendation

Schedule changes will NOT be made for the following:

- Elective changes
- Period preference
- Teacher preference
- "changed Mind" about course or rigor

Schedule Change Request

Questions should be directed to the School Counselor at christinev@kohler.k12.wi.us.
Please return the form below to the school counseling office

(This section must be completed in order)

Student Name: _____

Schedule Change

_____ to _____
Class name & period Class name & period

Class name & period _____

Student Signature & Reason for Course Change Request : _____

Exiting Course Teacher Signature & Comments: _____

Receiving Course Teacher Signature & Comments: _____

Parent Signature & Comments: _____

****Principal Signature:** _____ **Date:** _____

- Bring to the school counselor once you've collect all signatures

**** Required for all core class schedule change requests.**

Office only: change made in Skyward _____ date & initial