

Schedule Change Policy

1. **Valid reasons** for a schedule change may include: counselor error, computer error, failing a required course, passing a course in summer school or night school, lacking a graduation requirement, and/or lacking the proper prerequisite.
2. **Elective changes most often cannot be honored** due to teacher unit allocation and the class size reduction amendment.
3. Schedule change requests will **NOT** be considered for the purpose of teacher preference.
4. A change request may require the entire schedule to be altered in order to meet the request you have made. This may include different teachers and different class periods.
5. Once a schedule has been changed, it cannot be changed back again to the original schedule.
6. The student is responsible for all class work from the beginning of the semester, regardless of the date the student entered the class.
7. **All schedule change requests must be approved by the Assistant Principal for Curriculum, the department head, and the guidance counselor.**

I am aware of the programs offered to my child at A. P. Leto Comprehensive High School, and I agree with his/her choices as indicated. **I have also read and understand the schedule change policy.**

Due to the requirements of the Class Size Reduction Amendment, requests for schedule changes may be denied as classes reach maximum legal capacity.
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Parent Signature

Date

Student Signature

Date

Counselor Signature

Date

Case Manager (for ESE only)

Date