



## Sherrard High School Schedule Change Policy

Schedule changes will be granted on rare occasions and must fit the following criteria:

1. Student did not fulfill a prerequisite and is not eligible for a current class.
2. Student needs a specific class to stay on track for graduation.
3. Student needs a specific class in order to be accepted to a certain college or university (seniors only).
4. Case manager request (special education).
5. Teacher recommendation based on performance in class.
6. Approval of the school principal or academic counselor.

Schedule changes will NOT be made for the following reasons:

- Student is in a sport/activity and leaves early. (study hall request for 8th hour)
- Student wants to be in a different section or with a different teacher.
- Class has too much work.

Moving from honors to regular or vice versa is a *teacher recommendation*. Same would apply when moving from a regular to a lower level course.

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Students will be allowed **five (5) days (full school days)** in which to make changes to their schedule. During those five days, students will be required to complete a **Student Schedule Change** form and return it to Mrs. Drish before any change will be made.

If a student withdraws after the fifth day, his/her grade will be recorded as a WP (withdraw pass) or WF (withdraw fail) and recorded on their transcript as such.

I acknowledge the schedule change policy:

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Student Signature

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Date