

SCHEDULE CHANGE PROCESS

The new California state frameworks, which are tied to school-wide assessment, require that instruction begin on the first day of each semester. If a student changes his/her schedule two weeks into the semester, the student is already behind, thus, results in a loss of learning. Therefore, the counseling department has adjusted the schedule change policy to promote academic success at Poway High School.

Credits are earned for a full 18 week semester. **Student initiated changes** must be requested BEFORE the beginning of each semester. Therefore, student initiated schedule changes will only be accommodated BEFORE the beginning of each semester. Please note:

- Schedule request change forms are available in the counseling office.
- Students will need to speak to their assigned counselor to receive a form.
- All schedule change forms require a parent signature.
- Elective changes will be considered on a case-by-case basis depending on space available and if the change improves the integrity of the student's schedule.
- Once the semester begins, there will be NO student initiated schedule changes.

Special circumstances: 0-4 weeks: **Teacher initiated changes** will be accepted when requesting a student move from one level to another within the same subject. These changes are ordinarily from a higher level to a lower level. Please note:

- Teacher initiated changes require the student to meet with his/her teacher to discuss an appropriate level.
- The teacher will conduct an assessment test (if applicable).
- The teacher will contact the parent/guardian(s) to discuss reason(s) for change.
- The teacher will fill out a "Teacher Initiated Change Form" and return to the counseling office for processing.
- Students need to follow their original schedule until their new schedule is delivered to them in class within 2 days.

Note to seniors: During the first 4 weeks of a semester, a senior with adequate credits may drop an elective not needed for graduation, without penalty, by moving to "off-roll" as long as this change does not adversely impact remaining class sizes.

After 4 weeks: Students transferring from one subject to a different subject (or "off roll") will receive an "F" for the dropped class and this grade is factored into the student's GPA as an "F". No grade or credit will be recorded for the new class. This is in line with Board Policy Article 3.0, 3.6 High School Graduation Requirements, Section 3.6.2.