

Waynesville Jr/Sr High School
SCHEDULE CHANGE POLICY

2024-2025

Students are expected to make scheduling decisions carefully and accurately since all staffing decisions for the following year are based on the number of students selecting each course. If schedule changes must be made, the following procedures and guidelines must be followed:

1. During the summer months and within the first TWO weeks of a course, only the following reasons will be accepted for schedule changes:
 - A. Student could **not be scheduled for all courses** requested.
 - B. The schedule does not agree with **CCP schedule**.
 - C. You were scheduled into a course **NOT requested**.
 - D. The student was scheduled into a course without having the **required prerequisite**.
 - E. The student has passed or failed a **summer school** course.
 - F. The student needs the course for **graduation**.
 - G. The student has **medical reasons** documented by a doctor.
 - H. Courses added to the schedule only if there is NO disruption to the rest of his/her schedule and there is room in the course.

2. Schedules WILL NOT BE CHANGED after the **first 5 days of class** due to:
 - A. Loss of interest in the course
 - B. Wanting to be with friends or a specific teacher
 - C. Changing their mind
 - D. Personality conflicts with students or teacher
 - E. Poor grades unless granted by principal

3. The principal or counselor will consider cases with extenuating circumstances. **If a course is dropped after the first week a determination will be made as to whether or not an "F" will be recorded on the transcript.**

REQUEST FOR SCHEDULE TO BE CHANGED

Name _____ Grade _____

Course you want to DROP: _____ PERIOD _____

Course you want to ADD: _____ PERIOD _____

- If there are **multiple changes**, please write out each period on the back for clarification.
- **Please check** the **Master Schedule** and make sure this change **does work** within the Master.

REASON for change _____

PARENT SIGNATURE _____ DATE _____

PHONE NUMBER _____

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REQUEST NOT APPROVED FOR THE FOLLOWING REASON: