

REQUESTS FOR SCHEDULE CHANGE

Care needs to be taken on selecting classes. It is the philosophy of Fulton High School that all classes are for one (1) full school year unless stated otherwise,

There will be a **four (4) day** period allowed at the **beginning** of the *first semester* and **two (2) days** at the **beginning** of the *second semester* for the processing of schedule changes. Only necessary changes will be made for the second semester. After each processing period, students who choose to drop a class will drop that class with a failing grade for the semester, unless there are extenuating circumstances. When appropriate, a conference with the administration, counselor, student, parent, and teacher involved will be held prior to a schedule change.

PROCEDURES:

1. Discuss your intentions with the teacher of the class or classes you wish to drop.
2. Find a class that will fill that hour.
3. Discuss your intentions with the teacher of the replacement class or classes.
4. For Core or required courses, the following **may** be required;
 - Pick up the "Request To Change Program" form from the counseling office.
 - Get needed signatures from teachers and parents.
 - Return completed forms before or on the **4th day of the first semester** or on the **2nd day of the second semester**.

Items taken into consideration in processing schedule changes include:

- You cannot move from a small class to a large class.
- The change must be directly related to a career decision.
- When appropriate (Whiteside Area Career Center, Dual Credit Classes, core class, required class, etc.) a note from parents will be required to drop a class.
- Dual Credit College classes will also need approval and confirmation from the college where the credit is being granted/earned.
- Parental requests will be considered after consultation with the student, parent, and teacher.