



Schedule Change Requests & Procedure Information

We look forward to a great 2017-2018 school year! Appropriate course choices are most important for student success. Course choices must include graduation requirements and classes necessary for a student's next step, including Hathaway Success Curriculum courses.

In order for counselors to provide the time and attention necessary for thoughtful scheduling, **schedule changes will be prioritized.** KWHS has over 1,800 students and 5 counselors.

Students with **Priority Requests** will be helped first. **Priority Request reasons include:**

- Empty Block or Study Lab (except Study Labs due to Driver's Ed or Music)
- Conflict with Casper College Class
- Course was completed in summer school
- Course is wrong level or missing pre-requisite for course
- Core class is missing
- IEP/504 requires change

All other changes will be considered **Personal Preference.** These changes may or may not be able to be completed. This will depend upon the number of Priority Changes needed.

Schedules changes due to lunch will not be made.

Schedule changes will NOT be made via email or via phone call.

Schedule changes will be 8:00 a.m.-11:30 p.m. and 12:30 p.m – 3:00 p.m.

12 th Grade only	Tuesday, August 15 th
11 th & 12 th Grade	Wednesday, August 16 th
10 th , 11 th & 12 th	Thursday, August 17 th
9 th Grade only	Wednesday, August 23 rd
12 th Grade only	Thursday, August 24 th

Priority schedule changes will be available the first week of school.

Personal Preference changes may be done, pending availability, the first week of school.

Students & Parent/Guardian MUST complete a KWHS Schedule Change Request Form. Incomplete request forms will not be accepted. If form is complete parents do not have to accompany student.

How does KWHS schedule change procedure differ from other schools?

<u>KWHS</u>	<u>Other 4A schools in Wyoming</u>
Changes are allowed	No changes may be made
Changes are made in person	Changes are only via request form and may not be granted
Changes are no cost	Changes may cost up to \$25.00
We value providing this service	

It is most likely the wait for schedule changes will be very long.

- **We thank you for your patience as we serve students.**
- **We thank you for refraining from complaining about the wait time.**
- **We thank you for being awesome Trojans!**

We encourage you make good use of your wait time by accessing these websites

www.hathaway scholarship.org
www.collegeboard.org

www.actstudent.org
www.uwyo.edu

www.caspercollege.edu