



Schedule Change Requests & Procedure Information

We look forward to a great 2018-2019 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.

Students & parent/guardian **must** complete a KWHS Schedule Change Request form (on back). **Incomplete request forms will not be accepted.** The Master Schedule may be found at kellwalsh.org to assist in completing the request form. If form is complete and signed, parent/guardian does not have to accompany the student. Changes to second semester may be made during first semester.

In order for counselors to provide the time and attention necessary for thoughtful scheduling, **schedule changes will be prioritized.** KWHS has over 1,850 students and five counselors.

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

- Empty Block or Study Lab (except Study Labs due to Drivers' Education or music)
- Conflict with a Casper College Class
- Course was complete 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 Request** changes needed.

NOTE: **Schedule changes to change lunches will not be made.**
 Schedule changes will not be made via email or via phone call.
 We cannot make waiting lists for classes/teachers.

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

12th grade only	Tuesday-Wednesday, Aug. 14 & 15
11th & 12th grade only	Thursday, August 16
10th, 11th, & 12th grade only	Monday, August 20
9th grade only	Tuesday, August 21

Priority Schedule changes will be available the first week of school 8:20 a.m. - 3:20 p.m. with a "golden pass" from a teacher/counselor/administrator the first week of school.

Because of the large amount of students and schedule change requests, **it is likely the wait for schedule changes will be long** (*at least an hour or more*). Thank you for your patience as we do our best to serve each student. It is our priority to give each student the best schedule possible.

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

KWHS SCHEDULE CHANGE REQUEST FORM

Student Name _____ Grade _____ Date _____

NOTE: Requests to change lunch will not be done

Priority Schedule Change Request (check reason) or  **Personal Preference Change**

- Empty Block or Study Lab
- Conflict with Casper College Class
- Course completed in Summer School
- Course is wrong level or missing pre-requisite for course
- Missing core class (grades 9-11)
- IEP/504 required

Semester 1

BLOCK	DROP COURSE	ADD COURSE	
		First Choice	Second Choice
1			
2			
3			
4			
5			

Semester 2

BLOCK	DROP COURSE	ADD COURSE	
		First Choice	Second Choice
1			
2			
3			
4			
5			


Important considerations prior to changing classes:

 I am aware of graduation requirements and Hathaway Scholarship requirements.

Student signature _____ Date _____

 I am aware of graduation requirements and Hathaway Scholarship requirements. I approve the above requested schedule changes.

Parent/Guardian signature _____ Date _____

 I plan to participate/compete in sports/activities and have spoken to the Activities Office about courses, credits, GPA needed for eligibility for the 2018-19 school year.

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____

If adding "no scheduled class," student must have 2.0 GPA (grades 11 & 12 only) **Admin. Signature** _____

If adding Student Aide, must attach completed Student Aide form (teachers won't be available until first day of school to sign Student Aide forms).

Office use only: Date entered into Infinite Campus _____ Entered by _____