

Dear parent(s)/guardian(s),

Student schedules will be available for an EARLY PREVIEW beginning tomorrow, July 13 at 4:00pm and ending Monday, July 16 at 12:00pm. Please note that before and after said time window, HAC will be turned off. **Please use this opportunity to make sure that your son/daughter has been scheduled for all of the academic courses requested during registration.**

When viewing schedules, please keep in mind the following:

- Class periods and teachers may still change before the finalized release of schedules due to balancing of classes. However, student course placement will not change.
- **Newly hired teachers may be represented by a placeholder on your student's schedule. These placeholders will include non-instructional Bartram Trail employees.** Teacher names will be updated when schedules are permanently available in HAC on July 30.
- **Off campus** St Johns River State College dual enrollment courses may not be reflected on your BTHS schedule until the first day of school.

If you wish to make a change to your son/daughter's schedule, a Schedule Change Request MUST be emailed to Bartram.registrar@stjohns.k12.fl.us. This will be the ONLY WAY to request a schedule change. Schedule change requests sent to other emails WILL NOT be considered.

- In this email, you **MUST** include **ALL** of the following items:
 - **Student Name:**
 - **Student ID:**
 - **Student Grade:**
 - **Course to Add:**
 - **Course to Drop:**
 - **Reason:**
- **Schedule changes WILL NOT be approved for:**
 - Teacher preference
 - Class period preference **(this includes changing your modified period)**
 - Students who do not meet Honors Criteria and request advanced level courses.
- **Bartram Trail is an at capacity school which means that there are limited seats available in most of our courses. Requests for an academic or elective course change at this time may not be approved based on this.**

Please note that you may not get an email response to schedule change requests. However, on **Monday, July 30**, updated student schedules will become **permanently** available in Home Access Center.