

Dear Parent(s)/Guardian(s),

This is a reminder that student schedules will be permanently available to view in Home Access Center (HAC) this afternoon (Monday, July 29) at 4:00pm.

If you have any scheduling concerns please use the following form to have them addressed:

## **SCHEDULE CHANGE REQUEST FORM>>**

This will continue to be the only way to address any scheduling concerns.

**PLEASE NOTE THAT ALL SCHEDULING CONCERNS WILL ONLY BE ACCEPTED THROUGH FRIDAY, AUGUST 16<sup>TH</sup> @4:00PM**

Below are the **ONLY APPROVED REASONS** for a change to your schedule; (any other requests will not be looked at)

- You are scheduled for a course in which you have already received a grade/credit
- Your schedule is missing a required course for graduation (following the course progressions)
- You have a hole in your schedule

Schedule changes **WILL NOT** be approved for:

- Teacher preference
- Class period preference (this includes changing your modified period(s))
- Lunch Preference
- Taking a course that is on your schedule virtually (the deadline to request this was July 11)
- Students who do not meet Honors Criteria and request advanced level courses.

Please note the following:

- OFF CAMPUS SJRSC DUAL ENROLLMENT COURSES MAY NOT BE REFLECTED ON YOUR BTHS SCHEDULE UNTIL THE FIRST DAY OF SCHOOL.
- Class periods and teachers **MAY STILL CHANGE** before the 1<sup>st</sup> day of school 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.
- Please note that if you previously requested a schedule change and did not see any adjustments made then your request was not approved. Do not submit another request as it will not be approved.

Students will receive a hard copy of their schedule on the first day of school in their homerooms.