

Dear Parent(s)/Guardian(s),

Student schedules will be available for a SCHEDULE PREVIEW beginning, tomorrow, August 14th at 4:00 pm and ending Monday, August 17th at 12 pm. BTHS has decided to move the preview window back one week due to the most recent survey to parents about distance learning. 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 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.** Teacher names will be updated when schedules are permanently available in HAC on August 24th.
- **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 request to have your student's schedule reviewed because you believe an error was made, a Scheduling Concern **MUST** be submitted using this link:

- **[SCHEDULE CONCERN REQUEST>>](#)** (Please note that this form will not accept responses until August 14th @ 4:00PM and stop accepting on August 17th at 12:00 PM noon).

This will be the ONLY WAY to request a scheduling concern. Schedule requests sent any other way **WILL NOT** be considered. Please do not email schedule requests.

- Schedules **WILL NOT** be reviewed or approved for:
 - Teacher Preference
 - Lunch period preference
 - Class period preference (this includes changing modified periods)
 - Students who do not meet Honors Criteria and request advanced level courses.
 - The course being requested was not requested at registration or prior to the Spring Break deadline.
- **UPDATE: Schedule changes will be even more limited due to BTHS needing to accommodate both distance learners and brick and mortar. Schedule changes will be strictly for graduation requirements.**
- **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 that was not requested at registration or prior to Spring Break will not be approved due to this.**

Some families who have not completed the returning student verification or 9th Grade residency paperwork WILL NOT have HAC access. Please contact our Computer Operator, Ms. Kuntzi, at Donna.Kuntzi@stjohns.k12.fl.us for assistance.

Please note that you may not get an email response to your requests. However, on **Monday, August 24th**, updated student schedules will become **permanently** available in Home Access Center.

