

Dear Parent(s)/Guardian(s),

Student schedules will be available for a **SCHEDULE PREVIEW tomorrow August 9<sup>th</sup> at 9:00 am and ending Tuesday August 10<sup>th</sup> at 4:00 PM. Please use this opportunity to make sure that your student 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 13<sup>th</sup>.
- **Off campus** St Johns River State College dual enrollment courses may not be reflected on your BTHS schedule until the end of the first marking period.

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 9<sup>th</sup> @ 9:00AM and stop accepting on August 10<sup>th</sup> at 4:00 PM).

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

- **Below are the ONLY APPROVED REASONS for a change to your schedule:**
  - 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 progression)
  - You have a hole in your schedule.
  - **Any other schedule requests will not be reviewed or approved.**
  - The deadline to take a virtual course that is on your BTHS schedule was July 17<sup>th</sup>.
- **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 the last day of the 2020-2021 school year will not be approved due to this.**

Some families who have not completed the returning student verification or 9<sup>th</sup> Grade residency paperwork **WILL NOT** have HAC access. Please contact our Computer Operator, Ms. Hastings, at [Shawna.hastings@stjohns.k12.fl.us](mailto:Shawna.hastings@stjohns.k12.fl.us) for assistance.

**Please note that you may not get an email response to your requests.** However, on **Friday August 13<sup>th</sup>**, updated student schedules will become **permanently** available in Home Access Center.