

Dear parent/guardian(s),

BTHS students will be able to view finalized schedules for the 2022-23 school year using Home Access Center (HAC) on **August 3rd ONLY.**

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.**
- St Johns River State College dual enrollment courses will not be reflected on your BTHS schedule until after school starts. Please be sure to check your SJRSC account for these classes.

If you wish to request to have your student's schedule reviewed because you believe an error was made, a Scheduling Correction **MUST** be submitted using this link:

- **[SCHEDULE CORRECTION REQUEST>>](#) (Please note that this form will not accept responses until August 3rd @ 7:30 AM and stop accepting on August 4th at 12 PM).**

This will be the ONLY WAY to request a scheduling correction. Scheduling concerns sent any other way **WILL NOT** be considered. Please do not email about scheduling concerns.

The below reasons to request a schedule correction will be the **ONLY** ones considered per the [District Student Progression Policy](#) found on page 10:

- Duplicate course
- Missing a course
- Misplaced/wrong level
- **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 school will not be approved due to this.**

If you put in a request prior to the last day and you do not see any changes then your request did not meet the criteria to be approved.