



JEFFERSON HIGH SCHOOL

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Jefferson, Georgia 30549
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SCHEDULE CHANGE REQUEST FORM

Dear Student and Parent/Guardian:

In the spring of 2017, the Jefferson High School counseling department conducted advisement sessions with all rising freshman, sophomore, junior, and senior students. Upon the conclusion of these conferences, numerous parent nights were conducted, and course verification letters were distributed to all students who would be attending JHS during the 2017-2018 school year.

Since the process of course selection and schedule development is a critical step in the academic process, students were given until Friday, March 31, 2017, to discuss their academic core requirements and elective requests with teachers, counselors, and family members, before submitting their finalized course verification sheets to the counseling office.

After students submitted this documentation, the Jefferson High School master schedule was developed for the 2017-2018 school year. The information students submitted on their course verification sheets had a tremendous impact on numerous academic decisions made for this current school year. The allocation of staff, type and number of courses offered, in addition to the resources needed to support these classes, were derived by the projected course enrollment configured at the conclusion of our advisement process.

As it was documented in the correspondence sent home last spring, course changes for this school year will only be permitted in the case of an error. For this reason, no student/parent initiated schedule change will be permitted, unless the following is determined:

1. **There is a course sequence or prerequisite concern.**
2. **A required academic course correction or change is necessary.**

All schedule change requests must be documented on this form and submitted to our principal, Mr. Brian Moore. Due to mandated SLO assessments (Student Learning Objectives), the last day to consider requesting a schedule change will be **Tuesday, August 1, 2017.**

Student Name: _____ Grade: _____

Class Student Would Like to Change: _____ Class Student Would Like to Add: _____

Reason for Schedule Change Request: _____

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

- Your student's schedule change request was granted based on meeting the necessary guidelines.
- Unfortunately, we were unable to grant your student's request due to the following reason(s):
 - Class capacity was exceeded
 - Class was needed to meet graduation and/or pathway requirements
 - Master schedule conflicts with course requests
 - Your student did not turn in his/her course verification sheet during the 2016-2017 school year to confirm his/her academic and elective selections
 - Elective changes, lunch, and/or teacher preference requests are considered invalid

Thank you for your understanding. We look forward to a successful year at Jefferson High School!

The JHS Administration and Counseling Team