

School Counseling

Important Deadlines for 2023-2024

It is important that these deadlines are observed and students make plans accordingly. In addition to deadlines, there are other requirements that should be carefully followed as listed under Pre-Requisite and Comment sections listed below. **Please be aware that a request for any change in a student's schedule should be based on compelling educational rationale.**

*If the student is 18 or older with an "18-year-old Responsibility Form" on file with the Registrar, parent permission is not necessary.

<u>ACTION</u>	Semester I Half Year Course	Semester II Half Year Course	Full Year	<u>Comments</u>
<u>Add Course</u> Pre-Requisites: <ul style="list-style-type: none"> • Parent/Guardian signature* • Students must present a solid rationale for the course change. 	Sept. 14th 2023	Feb. 5th 2024	Sept. 14th 2023	Students may be allowed to add courses during this period as long as their schedule permits doing so without having to substantially change the existing schedule of courses and based on course availability.
<u>Change Course</u> Pre-Requisites: <ul style="list-style-type: none"> • Parent/Guardian signature* • Students must present a solid rationale for the course change. 	Sept. 14th 2023	Feb. 5th 2024	Sept. 14th 2023	Acceptable considerations: <ul style="list-style-type: none"> • Scheduling errors/conflicts • Final Summer School adjustments • Misplaced levels • Disability-based needs • Career goal changes for which a course change is absolutely necessary • Student has previously failed the same course with the same teacher-<u>if schedule permits.</u> Changing one's mind is <u>not</u> an acceptable reason for changing courses.
<u>Withdraw from Course</u> Pre-Requisites: Permission from: <ul style="list-style-type: none"> •Course Instructor •Appropriate Department Head •Parent/Guardian •School Counselor 	Oct. 3rd 2023	Feb. 20th 2024	Jan. 22nd 2024	A student cannot drop a course if: <ul style="list-style-type: none"> • Passing the course • Dropping the course will result in carrying fewer than 5 courses for that semester regardless of the total number of credits being carried • The request is made after the established deadlines • Proper signatures are not obtained • Students dropping courses after the 10th class occurrence of either semester will receive a W (withdrawal) on their transcript/grade report.
<u>Change Levels</u> Pre-Requisites: Permission from: <ul style="list-style-type: none"> •Course Instructor •Appropriate Department Head •Parent/Guardian •School Counselor 	Nov. 14th 2023	April 11th 2024	Jan. 22nd 2024	<ul style="list-style-type: none"> • Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented abilities • Students must first discuss their reason for wanting to change levels with the teacher.
<u>Modified Credit Determined</u>	Sept. 26th 2023	Feb. 20th 2024	Sept. 26th 2023	Collaboration between Case Coordinator, classroom teacher, and parent to determine final recommendation for Credit vs. Modified Credit. ACT Coordinator to send a letter home to parents confirming that the student is taking the course for Modified Credit. The first 3 weeks of the semester marks the deadline

Reminders:

- Students have the ability to attend the first 4 class occurrences and decide they need a new, alternative course. A new course is a brand new course, not a level change in a current course.
- Students have the first 10 class occurrences of the semester to withdraw from a one semester course. This means students wanting to withdraw from a semester course **must have their paperwork in to their counselor for processing by the deadline.**
- Students have 2 class occurrences beyond progress report day in a semester to change a level. the level can be changed for a full-year course until the end of the first semester.
- Students are able to withdraw from a year-long course by the last day of the first semester, prior to exams, in order to pick up a half-year course in the second semester.
- Please carefully consider whether a student is in the right level or course early on in the school year. This will require more monitoring but will result in better success for our students.