

Lakeville South High School
Student Schedule Change/Correction Guidelines

Schedule Changes

The master schedule is created each year to accommodate course selections made by students. Faculty members are employed, textbooks are purchased, and rooms are assigned based on student course requests. When a student registers for a class, he/she has the responsibility of remaining in the class and completing it. Students will have the same teacher for all year-long courses (when teachers' schedules permit).

All schedule change requests must be submitted to the Dean prior to the end of the third day of the semester. Schedule changes are subject to parent approval, administrative approval, and class availability, without exceeding maximum class size.

The **only** acceptable educational reasons for a schedule change are:

- Seniors who need a course to fulfill a graduation requirement
- An inappropriate level or sequence placement (i.e. Spanish 3 not 2, AP/Honors to a General Course)
- An obvious error in schedule (i.e. same class twice)
- Prerequisites that have not been fulfilled
- Would like to opt-in to a higher level/ more rigorous version of their current course (i.e. General Course to AP/Honors)

Schedule changes will not be made for these reasons:

- Specific teacher request
- Switch sections of the same course to get a different teacher
- Requested change would exceed class size capacity
- Student changed his/her mind
- Desire to have a certain lunch schedule
- Desire to be with friends
- Desire to have a class at a certain time of the day

Seniors may request to be a student aide by completing the Student Aide Application form located in Student Services. This completed form must be turned into the Dean prior to the end of the third day of the semester.

Students must keep a minimum of 6 classes as a freshman, sophomore, and junior and a minimum of 5 classes as seniors.

Students interested in requesting a change in their schedule can obtain a Schedule Change Form in the Student Services Office.

Schedule Change Form

Lakeville South High School

*****This request may cause your other class periods and teachers to change*****

Student Name: _____

Grade: _____

Email Address: _____

Date: _____

Course Change Request

DROP*: _____

ADD: _____

Approved:

- Seniors who need a course to fulfill a graduation requirement
- An inappropriate level or sequence placement
(i.e. Spanish 3 to Spanish 2, AP/Honors to General Course)
- An obvious error in schedule
(i.e. same class twice)
- Prerequisites that have not been fulfilled
- Would like to opt-in to a higher level/more rigorous version of their current course
(i.e. US History to AP US History)

Not Approved:

- Specific teacher request
- Switch sections of the same course to get a different teacher
- Requested change would exceed class size capacity
- Student changed his/her mind
- Desire to have a certain lunch schedule
- Desire to be with friends
- Desire to have a class at a certain time of the day

Reason for requested change: _____

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

During the semester, teacher signature is needed for dropping AP or Honors classes.

*** Completion of this form is NOT a guarantee that the request will be granted. Students need to check the Campus portal for changes within 48 hours.**

For Office Use Only

Date Submitted: _____

Approved Denied

Dean Signature: _____