

Schedule Changes

Master schedules are developed in the spring prior to the upcoming year. Selections during registration indicate how many teachers and sections will be needed for a course. The process allows administrators to plan and to hire for optimum academic strength. When students are permitted to randomly change schedules, classes become overcrowded. As a result, all students are affected. Even the most effective planning is compromised. Very seldom does a one-course change affect only one course. Careful selection benefits everyone. Thank you for being a crucial part of our educational team as we work together for academic excellence.

Registration

- Parent and student informational meetings will be held during spring registration.
- Students will be guided through course selection.
- Students who do not complete registration will have a schedule arranged for them by their counselor according to their academic needs and/or graduation plan.

Add/Drop Date

- The last Friday before spring break will officially end the opportunity for course request changes for the following year.
- Only schedule changes pertaining to graduation plans and/or computer errors will be addressed during the following school year.
- A student who does not complete registration by the add/drop date will not be eligible for a schedule change.

SAVE Committee Process

- The SAVE Committee is chaired by the assistant principal and is composed of the student, the parent/guardian, the teacher whose class the student is requesting to exit, and the student's counselor.
- Schedule changes that are requested after the first 10 days of school that affect AP, Honors, and online classes will only be addressed through the SAVE Committee process.

To request a SAVE Committee, a student and parent must:	
1.	Conference with the teacher about the course.
2.	Complete a SAVE Committee request form.
3.	Submit request form to the counseling office.
A student can request a SAVE Committee:	
	Beginning the Monday of the 4 th full week of the semester*
	Schedule changes for SAVE changes will only occur during the 5 th full week of the semester*

*Students may only request SAVES during the second semester for 1-semester courses such as AP Government or AP Macroeconomics