

Schedule Changes - \$20 Fee Required

Counselors spend a great deal of time over the spring and summer to ensure that the schedules students receive in the fall resembles (as much as possible) the course requests submitted by students in the spring.

Be aware that counselors will NOT be readily changing schedules in the fall for students that decide they no longer want to take a specific course that **THEY** requested in the spring.

Therefore, **CHOOSE YOUR COURSES & ALTERNATES FOR NEXT YEAR WITH CAUTION!**

There will be a period at the beginning of the fall semester for students to submit schedule change request forms to counselors. Be aware that these submissions are requests, and may be denied.

If a student submits a schedule change form for any reason that is deemed an unacceptable reason for a change (see below) and the schedule change is possible in his/her schedule, the student will be required to pay a \$20 fee per course change (cash or check to their counselor) before the request is permitted.

Acceptable/Unacceptable reasons for Schedule Change Requests

Acceptable reasons to request a change - These are considered schedule *corrections*. **No charge is required.**

- Courses in a schedule are out of sequence (*ex. Spanish 2 before Spanish 1*)
- Student has not met prerequisite(s) for a course in the student's schedule
- There is a duplicate course in the student's schedule (*ex. English 11 appears twice*)
- Student has already passed a course in the student's schedule (in a prior year or summer school)
- Student's core class selections are in conflict and student must select a replacement core class
- Student is a senior and the schedule is missing a course required for graduation
- Student needs to drop/change a **Dual Enrollment** block(s)
- Student would like to add/drop/change **Co-Op** in the schedule due to employment status
- Student needs to drop **Driver's Ed** due to not having a permit
- Student needs to add/drop/change an **Athletic PE, Band, or Theatre** class due to tryouts/auditions

Unacceptable reasons to request a change - **If permitted, a \$20 fee is required.**

- Wanting to be in class with a friend - NOT permitted
- Wanting/not wanting a specific teacher - NOT permitted
- Wanting to revert to your original schedule after a schedule change has already been made - NOT permitted
- Changing levels of a requested core course (adding/dropping AP or Honors) - NOT permitted
- Changing an elective course that was requested
- Adding a virtual course, or removing a virtual course that was requested

Process for Schedule Change Requests in August (8/2 - 8/4)

- Submit a **HARD COPY** of the schedule change request form to your counselor by the advertised deadline for the request to be considered (***Emailed schedule change requests and late forms will NOT be accepted***)
- If submitting for a schedule correction (for acceptable reasons), counselors will correct schedules at no charge
- Schedule changes (for unacceptable reasons) that are permitted will incur a non-refundable \$20 schedule change fee (cash or check made out to "BJHS" to student's counselor)
- Students are notified in-person or by email if requests has been approved; changes will be viewable in PowerSchool