

P1227 SCHEDULE CHANGES

BOARD POLICY:

The enrollment schedule of pupils is approved either for the full school year or for the full semester, depending on the approved enrollment procedure of the school. A schedule change is defined as any addition, deletion, or substitution of courses after the official enrollment or pre-enrollment date.

Administrative Implemental Procedures:

1. Schedule changes are to be discouraged except for valid educational reasons.
2. A schedule change may be granted by the principal or upon recommendation of the teacher or counselor and approval of the principal.
3. A *Withdrawal* (W) entry will be made on the pupil permanent record for courses dropped after the completion of any grading period.
4. For purpose of determining teacher needs, setting the master schedule and assigning pupils to classes, principals may establish a deadline date after which requests for schedule changes may reasonably be denied.
5. After the first few weeks of classes, the teacher involved shall be informed by the principal or his/her designee prior to the decision to withdraw a pupil from a class.

Administrative Responsibility: Elementary and Secondary Education Offices

Latest Revision Date: October 2007

Previous Revision Date: March 1999 P1227

Updated administratively for alignment purposes: January 2014