



LHS Schedule Change Process - Semester 2: Windows 1, 2 and 3 2022-2023

During Second Semester Schedule Change Windows One, Two and Three, students are able to make a request only as outlined below. Please see below for the timelines and other important information as it pertains to the change windows:

Dates	Changes Permitted	Transcript Notation
1/27/23 - 2/2/23	Change to another S2 course in the same period or Drop S2 elective to a Study Hall	None
3/2/23 - 3/7/23	Drop S2 elective to a Study Hall	None
3/27/23 - 3/31/23	Drop S2 elective to a Study Hall	None

A request to **drop a semester 2 elective** course should only occur after much thought and consultation have taken place. Students must be registered for a minimum of 35 credits.

To formally make a request to drop a second semester elective from their schedule, students must submit a Schedule Change Form to their school counseling office by 3:00 p.m. on the last day of the change window. ***It is the responsibility of the student to acquire all signatures necessary to process a change, including a parent, school counselor, teacher, and department supervisor.*** All requests will be reviewed by the classroom teacher, department supervisor, school counselor, and an assistant principal before rendering a decision.

Students must acquire signatures in person and are encouraged to email the supervisor to schedule an appointment to help streamline the process as department supervisors are not always available.

Please note: Seniors with schedule changes after their transcripts have been sent to colleges are responsible for notifying the colleges of the change and for having an updated transcript mailed to each college.



LHS SCHOOL COUNSELING DEPARTMENT Schedule Change Form

Date:

Name:	Grade:
School Counselor:	Student ID:
Current Course to Drop:	
New Course to Add:	

Reason for Change:

Student Signature

Parent Signature

Students **MUST** follow the original schedule during the processing of this request. Any student who does not report to his/her regularly scheduled classes will be considered truant.

Required Signatures for Approval

	Signature	Recommended to Change: Yes/No	Date
Teacher			
Supervisor			

For internal use only: School Counselor	Signature:	Date:	WP/WF
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