

Klein High School Schedule Change Policies



I changed my mind.

WHEN SHOULD I

DO THAT: Before June 8th

*All requests must be submitted by June 8th, 2017

WHY:

*Changed my mind about the academic or elective classes I have chosen.

*In the wrong academic or elective classes

*Tryouts or auditions

*Took a Credit by Exam, Summer School, or Correspondence Course

*Registered or withdrew from a Dual Credit course.

HOW:

*Request your change with your current high school counselor.



Help! This does not seem right!

WHEN SHOULD I

DO THAT: As soon as possible!

*All changes should be submitted by the end of the first week of school.

WHY:

*"See Counselor" is on my schedule

*Two of the same classes

*In the wrong academic class

*Already earned credit for the class

*Senior missing a course needed for graduation.

*Failed the course previously and in the same teacher's class.

*Missing prerequisite for the class.

HOW:

Visit your counselor ASAP. After the first day of school visit them DURING the class period with the issue or fill out the schedule change form.



I need a level change.

WHEN SHOULD I

DO THAT:

*All level change requests (Advanced class to on-level class) will begin after progress reports are distributed for that marking period.

WHY:

I have done the following and am still struggling in my Advanced class:

*Attended tutorials

*Completed all assignments

*Parent and student have conferenced with teacher; after conference

Mrs. Pennington will review completed form for approval

HOW:

Pick up a schedule change form in your counselors office before or after school.



I do not like...

SCHEDULES ARE NOT CHANGED FOR ANY OF THE FOLLOWING REASONS:

*Want a different teacher

*Do not like my elective anymore

*Want a different lunch

*Want to be in a class with a friend

Please note:

You may always discuss these issues with your teacher, counselor, or Assistant Principal in order to brainstorm what strategies will better help you to have a successful school year.