



Langley High School Schedule Change Policy/ Procedures:

Please note these are only requests for changes and will be reviewed on a case and space available basis using the priorities listed below. No request is guaranteed.

| Dates/ Timeline | Action | Example |
|--|--|---|
| Up to Day 1 | Counselors begin working out schedule conflicts & errors <i>Elective changes will not be considered beyond this point</i> | <ul style="list-style-type: none"> Two HPE9 courses in schedule Enrolled in course that was completed over the summer |
| Week 1-2 (through Labor Day) | Counselors balance courses as possible. <i>Level-UP changes will not be considered after this point.</i> | <ul style="list-style-type: none"> Two World History classes have 28 and 23 students, by adjusting two students' art classes, the classes now become 26 and 25 respectively |
| Week 3-8 (September/ October) | No movement permitted. | <ul style="list-style-type: none"> First assessments can create an overly reactive response when a course change will not ultimately be necessary Struggling students should begin working w/ teachers to develop an intervention/ support plan. |
| Week 7/ 8 (Mid to Late October) | <p><i>Requests</i> may be submitted for level-down adjustments only. (An announcement will be made via Schoology when the request portal opens). <i>Based upon available seats, requests may not be reviewed until start of quarter 2.</i></p> <ul style="list-style-type: none"> Students with a grade of a "B-" or higher must wait until the end of the quarter. | <ul style="list-style-type: none"> Priority will be given to students: <ul style="list-style-type: none"> o with courses required for graduation o with an unsatisfactory grade who have been working with a teacher on a remediation plan |
| 5 school days after report cards are available | Last day to drop a course without it being recorded as a WP/WF on transcript | |

Course Change Request Link: (opens mid-Oct)

<https://forms.gle/iRfUcQYkzauobp4B9>

