

## **2021 -2022 Important Schedule Change Deadlines**

- 9/20:** Last day to add a fall semester or full year course without teacher permission. (This is to add a new course, not a level change.)
- 10/1:** Last day to drop a fall semester course without transcript notation (WF/WP), or change a course level without grade transfer. (*Note for seniors: any changes should ideally be completed prior to the submission of college applications.*)
- 11/5:** Last day to drop a full year course without transcript notation, or change a course level without approval of receiving teacher.
- 2/4:** Last day to add a spring semester course without teacher permission.
- 3/3:** Last day to drop a spring semester course without transcript notation.

### **Notes:**

Schedule change requests to address personal preferences (teacher preference, peer preference, period preference, etc.), or that allow students to carry less than the minimum required credits (6.5, plus PE for grades 9-11, and 5.5, plus PE for grade 12, or the equivalent schedule with non-credit bearing support classes), cannot be accommodated without administrative approval. Such approval requires evidence of extraordinary circumstances. All schedule changes require written parent or guardian approval.

“Level changes” are moves within different levels of the same course; for example, a student moves from Chemistry Honors to Chemistry Regents.

Transcripts requiring notation will list a course final average of either a “W” (Withdrawal) or “WF” (Withdrawal Fail), based upon the teacher’s indication of the student’s grade at the time of the drop on the Schedule Change Form.

This can only be excused by administration in the event of extraordinary circumstances.