

Scheduling Time Line

Tuesday, February 3: Junior Registration Presentation/Distribution

Wednesday, February 4: Freshmen Registration Presentation/Distribution

Thursday, February 5: Sophomore Registration Presentation/Distribution

Tuesday, February 10: Junior Registration Input/ICAP

Wednesday, February 11: Freshmen Registration Input/ICAP

Thursday, February 12: Sophomore Registration Input/ICAP

February 17th: Late Registration for students who missed

March 30th to April 12th: Students may log back into Infinite Campus Portal and adjust their course selections. This is by student and parent independent of school officials.

April 13th through April 17th: Students confirm 2015-16 Schedule Requests in their ACCESS class verified with a signature on the copy of their requests.

April 18th through June 12th: Schedule is designed and built on students registration

June 12th: Students schedules will be released (this is a final document) based on the above dates. Students agree that they will abide by this schedule and complete all necessary summer assignments.

August: If an error has been made in the scheduling of courses, the student must make an appointment with their counselor to rectify the error. The following circumstances are considered errors:

- A course is omitted which the student had selected
- A course is scheduled which the student had not selected
- Too many courses are scheduled in on semester
- Lunch is not scheduled
- A course successfully completed in summer school is scheduled

August 31st to September 18th 2015: Level changes initiated by student, parent or teacher per schedule change policy.

Chatfield Senior High School Schedule Adjustment Policy

All requests for schedule changes will be governed by the following guidelines:

If an error has been made in the scheduling of courses, the student must make an appointment with their counselor to rectify the error.

The following circumstances are considered errors:

- I don't have the required prerequisite to be in the class
- My schedule is not complete
- A course is omitted which the student had selected or that is required
- A conflict exists between two courses offered in the same period
- A course is scheduled which the student had not selected
- Too many courses are scheduled in one semester
- Lunch is not scheduled

The following are not considered errors or acceptable changes:

- Students or parents requesting a teacher change
- Different lunch/free period/class (friend, time of the day, etc.)
- Students who want certain periods off to accommodate a job or certain activity

Please refer to the entire policy in the registration guide or student planner. I have read and understand the Schedule Adjustment Policy and understand my responsibility in selecting my courses according to this policy.

Student Signature: _____

Parent Signature: _____