

Schedule Change Process

RECOMMENDED COURSES OF STUDY

Several departments at North High follow a recommended course of study. These recommendations provide a tiered framework for the development of instruction and concepts. While there may be special situations or circumstances that would suggest deviations from these recommendations, students and parents should consult with their North High guidance counselor and relevant department leader(s) before requesting deviations from these recommendations.

PREREQUISITES

Certain courses have prerequisites that must be fulfilled for a student to request a course properly. The prerequisite courses include skills that must be mastered in order to be successful in subsequent courses. Prerequisites vary from course to course. As you select courses, you will want to consult the course descriptions found in the course guide. Please note that students who have earned a "D" in a prerequisite course will likely struggle in subsequent coursework.

PARENT-INITIATED PLACEMENT

If a student believes his or her best interest will be served by varying from the recommended courses of study, he or she should consult their parents and complete the Parent-Initiated Placement form, which is available at [Course Registration Information](#). Once submitted, you will be contacted whether or not it is approved. Decisions regarding approval are based on class size and availability. *If a Parent-Initiated Placement is approved and a student's schedule is changed, the student will remain in the course for one semester.*

SCHEDULE CHANGE GUIDELINES

Students may request a change to their schedule to one of the Alternate Courses listed by the student in Infinite Campus for the following reasons:

1. **Error:** If the course number has been incorrectly placed in the computer, the Official Course Request form will serve as a reference for substituting the correct course.
2. **Prerequisite Courses Not Met:** Many courses require a prerequisite. If a student has not met the necessary prerequisite, a new course will be substituted.
3. **Duplicate Credit:** Most courses may not be repeated for credit. A schedule change will be made if the student has requested a course for which they already received credit.
4. **Increases Rigor in Schedule:** A student requesting a schedule change to a more challenging course will be honored, provided space is available.

Requests to change teachers, class period(s) or semesters will not be honored.

Students should carefully consider course selections for the next school year. Student course requests provide input for creating the master schedule and determining teacher assignments. Avoiding class overloads and maintaining class balances are of primary importance once the master schedule has been established. *The schedule change guidelines above will be strictly enforced.*