

**Terry Sanford High School**  
*Schedule Change Request Process*  
2017-2018

Happy Summer Bulldogs!

We hope that all of you have been able to enjoy your summer so far. On the back of this paper is your **tentative** schedule for the 2017-2018 school year. **Please note that there have been changes in school personnel and the teacher assigned to your course may be different once staffing has been finalized.** Schedules have been created based on your requests that you chose in March 2017. Scheduling is also dependent upon graduation requirements, your transcript, test scores, and teacher/administrator recommendation. Graduation requirements will always take priority over elective courses.

All schedule change requests must be submitted via our Google Form. **The link is below.** A limited number of laptops will be available in the Counseling Office, if you need to come in for assistance. Please fill this form out in its entirety.

To support academic success, our goal is to have all students in appropriate classes as quickly as possible. Therefore, schedule adjustments will be made in the following order or priority:

1. An incomplete schedule
2. Course already completed
3. Course prerequisite not met
4. Missing a graduation requirement

Once all academic changes have been made, elective course changes will be considered on a space available basis. Elective changes will only be made if the change does not impact other class sizes. Thus, not all elective change requests can be accommodated.

**Guidelines for schedule change requests:**

- Any requests not made at the time of registration will try to be accommodated, if possible.
- Requests for a TEACHER will not be granted.
- The Google Form lists all courses that are AT CAPACITY or are no longer being offered. Requests for these courses will not be honored. You may opt to take these courses via NCVPS, FTCC, or through teleconference (if eligible).
- To drop NCVPS or FTCC courses you must also come in and fill out the appropriate paperwork to drop these courses. These forms must be signed by a parent.
- Be aware that a request to change a single class may lead to additional changes in the schedule. Once a schedule is changed, it will likely be impossible to return it to the original schedule. Make sure you really want the change you are requesting!

All requests should be submitted by **August 1, 2017 by 5:00pm**. The Google Form will no longer be available after this date to allow counselors ample time to work on schedule change requests. Information will not be available regarding the status of your request until the first day of school OR you may check online for updates to your schedule by signing in to your PowerSchool account. Please use the link below to access the schedule change form.

**<https://goo.gl/forms/PxsHkPk0f4U7LAAU2>**