

SCHEDULE AND PROGRAM CHANGES

Once students register for courses in the spring, they have the responsibility to be certain that the correct courses were requested. Students who fail required courses should make up these courses in summer school. Specific information concerning the summer school program may be obtained from the counseling center at GMHS. Students who do not plan to make up failed courses in summer school should submit schedule change requests to counselors before the close of school.

Student schedules for the school year will be available on HAC shortly before the Open House in August. It is important that students carefully review their schedules. Schedule changes may be made for the following reasons:

- Need a class for graduation
- Class being taken in EHS or Correspondence School
- Failed a class
- Already passed a class on schedule
- A medical condition necessitates a specific lunch period

Students must contact their counselor to initiate a request for a change. Requests will be considered and changes made depending on the students' career plans and available space in the class requested. It may also become necessary for some administrative schedule changes to occur.

Student-initiated requests for a schedule change will not be considered after the first week of the semester unless the subject teacher, parent, and counselor concur that the student is inappropriately placed. **Students must contact the counselor by phone or email before July 31 to drop an AP course. Advanced Placement (AP) courses may not be dropped after July 31.** A grade of F for the marking period and semester will appear on the report card and the permanent record for any course that is dropped without the approval of the teacher and the counselor and administrator after the first week of the semester. Please see the Counseling Office Calendar for the final date to change schedules for the semester.