

Procedure to request class changes

At Skyridge High School, we are excited about the registration and master schedule building process. As a brand new school, we had the ability to hire teachers and build our master schedule for the 2016-2017 school year based on the course requests of our incoming students. We feel that we are providing the types of classes that our future students want and need for a great high school experience as well as College and Career Readiness.

We understand that this registration process has been different from what you have experienced in previous years and may have prevented you and your student from creating the “perfect” schedule. We are now prepared to add the human touch to this process by allowing class change requests. Please understand that we will do our best to meet these requests, but there are limitations due to high demand for certain classes and the need to keep class sizes reasonable. If you **NEED** to make a change, please make an electronic request via the Google Form found here:

<http://goo.gl/forms/sP5bFosjtjywMfNb2>

You will not be able to make your own changes through Skyward. All class change requests via the form completed by Thursday, June 30, at 3pm will be FREE OF CHARGE. Students and parents may continue to request class changes through the Google Form until Friday, August 5 at 3pm for a \$5 class change fee.

1. View our master schedule here: <http://shs.alpineschools.org/2016/05/27/online-scheduler-link/shs-master-schedule-16-17-publish-1/>
2. Due to the high demand of student requests for many of our courses, the sections listed in orange on the master schedule are not available for course changes at this time.
3. Course descriptions are found here: <http://tinyurl.com/z5wqntg>
4. Go to <http://goo.gl/forms/sP5bFosjtjywMfNb2> to access the Google form to make the requests you desire.
5. Please allow a week from the date of your submission for a counselor to review your request. Counselors will respond via the email address you provide.

If you cannot find a solution, counselors will be available to visit with students for LIMITED appointments during the week of May 31-June 3. To schedule an appointment, go to <https://www.canyoncreeksoftware.com/scheduler/ut/alpine/index.cfm>

Select Skyridge High School
Password: falcons

For detailed instructions about how to use the online scheduler, click here: <http://shs.alpineschools.org/online-scheduler-instructions/>