



## Class Change Procedure

Students: We are hopeful that every effort has been made to make sure that you not only have the needed classes for graduation, but most of the electives you selected as well. While you may not have been able to register for every class that you wanted you should be enrolled in everything that you need! Most classes are filled to capacity; therefore, we anticipate minimal options for class changes at this point. If you do **need** to make a change, we regret we cannot meet with you individually at this time. In order to make

**necessary changes** to your schedule, we are requesting that you make an electronic request via e-mail or submit a hard copy of your request to the THS main office. An electronic version of this class change form can also be found on the THS website. At the bottom of this document is also a hard copy of the class change form if you choose not to send it by e-mail. **You will not be able to make your own changes on Skyward this summer.** We highly encourage you to finalize your schedule prior to **the deadline of AUGUST 12<sup>th</sup>.** **All requests must be submitted by this date. Any requests after this deadline will require administrative approval and minimal exceptions will be made.**

### Steps to requesting a change

1. Login to Skyward from the THS website and view your 2016-2017 schedule.
2. If your schedule is still incomplete or you need to make a change please either make an electronic request or submit a hard copy request to your counselor. (To make the request electronically you will save the class change form as a document to your computer, fill in your requests and then send it electronically to your counselor via e-mail or you may drop off a hard copy in the main office if you prefer.) Counselors will attempt to respond to your request within a week via e-mail.
3. A \$5 Class Change Fee will be assessed.

### Resources to utilize

1. You can access the most recent 2016-2017 Master Schedule form the THS website
2. Course Descriptions from the THS website

**DEADLINE for Class Change requests is AUGUST 12<sup>th</sup>**

A-E & ELL	Geoff Bury	<a href="mailto:gbury@alpinedistrict.org">gbury@alpinedistrict.org</a>
F-L & 504	Taunia Sloat	<a href="mailto:tsloat@alpinedistrict.org">tsloat@alpinedistrict.org</a>
M-Q & Spec Ed	Carrie Whitney	<a href="mailto:cwhitney@alpinedistrict.org">cwhitney@alpinedistrict.org</a>
R-Z	Holly Dahle	<a href="mailto:hdahle@alpinedistrict.org">hdahle@alpinedistrict.org</a>

Name:			Student #:	Date:
E-Mail Address:				
S	D	P	<b>Remove this Class</b>	<b>Requested Class</b>
e	a	e		
m	y	r		
e		i		
s		o		
t		d		
e				
r				
Reason for change:				

**REMEMBER: This is only a class request.** Your counselor will do his or her best to honor your request, but some changes will not be able to be made due to class availability, graduation requirements etc. Also be aware that there may be course and or teacher changes made to the schedule without notification to you. This is only done when staffing adjustments happen at the school level. Please check Skyward approximately one week after submitting your request to see if your schedule has been finalized.