

Schedule change procedures- Londonderry High School

Semester One, 2006-2007

First four days of first semester- cleanup-for 2006-2007- counselors and students make changes to schedules for:

- **Date(DATA)** entry errors
- deleting classes that were not signed up for
- new registrations
- counselors adjusting courses for graduation requirements
- adjusting schedules based upon summer school courses
- adding classes that are not full
- adding teacher aides

Dates for these changes: Thursday, August 31, Friday, September 1, Tuesday, September 5, Wednesday, September 6

Procedure: Counselor e-mails departing teacher, add teacher and copies guidance director via e-mail

Course Change Request Process

After September 6, 2006, if a legitimate request is processed, the attached form will be used to e-mail the request to the departing teacher, add teacher, appropriate curriculum coordinator, special education director, or guidance director (copied) and then a reply can be submitted electronically for the change request to be approved, denied, a meeting to be set up, etc.

After 30 school days, which is October 13, 2006, any student that drops a full year or semester one course receives a WP (withdrew passing) or a WF (withdraw failing) on their permanent record. A WF indicates 0.00 grade points factored into the student's gpa.

Once a change is approved, the departing teacher will complete a Transfer of **Grade (CLASS)** form (for level changes) with grade to date of leaving, tardies, absences, and return of book signed off. If the text is not returned, the transfer of grade form will be tracked by the House Assistant Principal for retrieval. Semester one exams will be withheld without book return.

Semester two, 2006-2007

December, 2006- second semester schedules will be distributed on Friday, December 15. Students have until Monday, January 22, 2007 to make any necessary semester two schedule additions and changes to their elective offerings. During Exam week, no changes will be allowed except teacher aides and independent studies.

Guidance staff will have from Monday, January 29 through February 1, 2007 to take care of senior courses and credits. Notification of changes will be made via e-mail to departing teacher and new teacher during this time. After Friday, February 1, 2007, and legitimate schedule change requests will be processed via e-mail using the aforementioned schedule change form.

As of March 16, 2007, any student that drops a semester two class (not a level change) will receive a WP or WF for the cumulative semester grade upon date of withdrawal.

2007-2008

Upon Master Scheduling completion in late May, 2007 for the 2007-2008 school year, all 2007-2008 LHS students will receive a separate summer letter on the summer process of initiating schedule change requests with Main Guidance and the dates that the specific guidance counselors are in on different Wednesdays. The ultimate goal is to have the students take care of their needs for both semesters before school starts, thereby reducing the need for changes.

Course Addition Deadlines for 2006-2007 by semester

First semester new class deadline date to add a full year or semester one class

Semester one- Last day a student can enroll in a new course- September 8, 2006

Second semester new class deadline to add a semester two class

Semester two- Last day a student can enroll in a new semester two course- February 5, 2007