

Schedule Changes

Schedule Change Policy

Orlando Gifted Academy creates student schedules with careful consideration to each student's academic level and areas of interest. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to assure that you fully understand the schedule change policy.

***Requesting a schedule change:**

In the rare event that a schedule change is needed, a schedule change request form must be submitted to the School Counselor. No request may be made through personal meetings, phone calls, or emails. Once the proper forms and documentation are provided to the School Counselor, the student's records will be reviewed and a decision will be made regarding the request.

Reason for changes:

- Student is missing a core class.
- Student was inappropriately placed based on grade level.
- Student was inappropriately placed based on skill level.
- Student cannot financially pay for required supplies (i.e. band instrument).
- Student has documented evidence supporting a course change.

***Two Week Rule for Electives:**

Parents and students are responsible for carefully reviewing the elective courses and selecting the most appropriate courses based on their student's interests and skill level. Students will be required to stay and actively participate in elective courses for the entire year. The School Counselor will do her best to place students in their top elective choices; however, space is limited in each elective. If a parent or student feels they were placed in the wrong elective based on their interest or skill level, they have the first 2 weeks of the school year to request a change. Parents will complete a schedule change form and submit it to the School Counselor. Once the form is submitted, the counselor will review it and decide if a schedule change is possible. Not all schedule change requests will be approved. Following this 2 week period, no changes will be made to the student's elective schedule without administrative approval.

SCHEDULE CHANGE REQUEST FORM

Orlando Gifted Academy
2020-2021 SCHOOL YEAR

Student's Name _____
LAST FIRST MI

******* ATTENTION STUDENTS *****
READ THE FOLLOWING ITEMS CAREFULLY!**

- All requests for a schedule change must have all required signatures and a detailed reason for the change should be included.
- The deadline for turning in a schedule change request form is Friday, August 21st.
- No late request forms will be accepted.
- Schedule changes are subject to class availability. Since some changes require the shifting of other classes, it may not be possible to grant the request due to conflicts and/or class size.
- Students will follow the schedule they have been given until notified by the School Counselor that a change has been made. Failure to follow this procedure will result in the student being counted absent in the scheduled classes.

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I am requesting the following schedule correction(s):

DROP COURSE

ADD COURSE

Course Name	Period	Course Name	Period
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THE REASON FOR SCHEDULE CHANGE

Parent' Signature _____ Date _____

Parent's Daytime Phone# _____

Student's Signature _____

RETURN THIS COMPLETED FORM TO THE GUIDANCE DEPARTMENT

OFFICE USE ONLY:

GRANTED: _____ DENIED: _____

Reason _____