

GUIDANCE AND COUNSELING

Every school year, counselors meet with students and parents, on both an individual and group basis, starting in January to review the list of requirements necessary to fulfill graduation plans and meet the student's individual academic needs. Counselors spend time with the students in the classroom, teaching the students about the Graduation Plans and courses available. Meetings for parents and students are set after school to help familiarize them with the graduation requirements. Based on these selections made by parents and students, the master schedule is created to accommodate those selections with little conflict. Students will receive a schedule in the fall and will follow these schedules for the entire year.

Schedule Changes:

Schedule changes will be considered **if** a student was inappropriately placed, missing prerequisites, scheduling conflict or changing from an advanced to on-level class. A request can be made no later than the second Friday in June. Any changes must be made after schedule pickup and/or within the first 5 school days. Please follow the guidelines below:

- 1. Pick up a schedule change form in the Counseling Office (no emailing or texting changes)*
- 2. Students must work out the new schedule according to the instructions on the form.*
- 3. They must include a detailed description of why they would like the change (no changes per teacher/student preference).*
- 4. They need to fill out/change their Graduation Plan as necessary when making the schedule change and turn it in, along with their schedule change form.*
- 5. They must get a parent signature, teacher signature of the class they are requesting and signature of the teacher they are dropping.*
- 6. Finally, they will need to get the form to their principal for approval and have them sign off on the change.*
- 7. Return the form to your counselor's box by the 5th school day of the start of the semester.*

After the first or fourth marking period, if a student is not successful in an advanced course that marking period, he/she may drop to the on-level course(s), but must follow the above procedure within the first 5 school days of the second or fifth marking period.

For questions or concerns relating to course changes, please feel free to call the Counseling Office @ 903-832-8005 and set up an appointment time to meet with your son/daughter's assigned counselor.