



Schedule Change Procedure

Withdrawal or Drop from Classes.

San Diego Unified School District: Instruction Procedures AP 4705 - AR 5121(a)

Timeline:

During the first six weeks, students may drop a course without having an entry recorded on their cumulative grade history records. After the first six weeks the student will receive a grade for the course.

Process:

Students will need to follow this process for dropping a class within the first six weeks of a semester.

Step 1: Student will complete the “**Request for Schedule Change**” form and turn in to the Counseling Center with student & parent signatures. School counseling staff will date stamp the form upon receipt. Request for Schedule Change form is on the school counselor website and also available in the Counseling Center. www.theschoolcounselor.org

Step 2: School counselors will review students request for a schedule change within two days.

- If the students request is APPROVED and the school counselor does not need to speak with the student, then student will receive a copy of their new schedule. Those schedules will be delivered directly to students throughout the school day.
- If the students request is APPROVED and the school counselor needs to speak with the student prior to making any changes, then the student will be called into the counseling office.
- If the students request is NOT APPROVED the student will received a copy of their “Request for Schedule Change” form. School counselor will mark the form as Denied and include a brief explanation.

Teacher Communication.

During the first two weeks of the semester, any schedule changes will not be communicated to the teachers from the counseling office. After two weeks, all teachers impacted will be notified of any schedule changes. After the fourth week of the semester any schedule change must include teacher input.