

Southport Middle

Schedule Change Policy and Procedures

- In general, we are not able to make schedule changes based on student preference, meaning the student would prefer a different elective course, a different teacher or team, etc.

Students.... The statements below are additional examples of requests based on your preference and therefore, are not cause for a schedule change:

“I have no friends in this class.”

“My friends are on the other team.”

“I don’t like this teacher.”

“I don’t want to take that elective class anymore.”

“I want to have that class at the end of the day.”

- Students’ elective courses are scheduled based on their course selection sheets. We work very hard to schedule students in their first choice elective, but will consider their second and/or third choices (if necessary) when conflicts such as scheduling requirements, individual student placement needs, limited space, etc. occur.
- Schedule change requests are considered on an individual basis and may require a parent-teacher conference and/or administrative approval.
- Schedule change requests must be submitted in writing by a parent/guardian (via QR code/Forms, written letter, email or fax).
- The deadline to submit requests is: **August 26, 2022**
- Any schedule changes after the deadline would be initiated by Administration, Dean’s Office, or Problem-Solving Meeting involving Teachers, School Counselor(s), parent/guardian and student.

