



## ISSAQUAH HIGH SCHOOL SCHEDULE CHANGE PROCESS


***Please remember that what courses you selected in March you committed to. Changes will only be made if there is room available, a teacher recommends a change because they believe you made the wrong selection or a course you selected was cancelled and there is now a hole in your schedule.***




- August 26th @ 8:00am students can log in and view their schedules. This will NOT show periods/teachers, but will show which courses a student is enrolled in.




- If a student would like to request a schedule change, they will then be able to log in and submit their request online (link will be posted on main page). They can do this at any time between August 26th @ 8:00am up until August 30th @ 8:00am. If a change cannot be made, the counselor will email the student why.




- August 30th AFTER 4:00pm students should log back in and view their schedule to see if their schedule change request was approved.




- September 3rd from 8:00am-11:00am students can drop in the counseling office if their course change was denied to see what options are available. This is first come, first served - no appointments will be made.




- September 3rd @ 4:00pm schedules will be live WITH TEACHERS/PERIODS/ROOMS. At this time students should print their schedules for the first day of school.




- September 4th - September 10th if students are still unhappy with their schedule, they can submit an additional request online (link will be posted on main page). Counselors will respond to students by letting them know if the change was approved or denied. **Changes will be considered at this time to accommodate original requests, student interest and/or appropriate level/rigor. Changes will only be made if there is space - we will not overload courses or rearrange multiple periods to accommodate students changing their mind from spring requests.**



- September 11th - October 1st students must make an appointment with their assistant principal to pursue any further schedule changes. Appointments can be made by emailing the assistant principal OR filling out an appointment request in the main office. **ANYTHING DROPPED DURING THESE DATES WILL SHOW a "W" on the transcript. Changes will be considered at this time to accommodate original requests or teacher recommended level/rigor changes. Changes will only be made if there is space - we will not overload courses or rearrange multiple periods to accommodate students changing their mind from spring requests.**



- After October 1st, any course request changes will need to be reviewed in a meeting with the teacher, parent, student, counselor and administrator. **ANYTHING DROPPED AFTER 10/1 WILL BE LISTED AS AN "F" on the transcript.**



- *Note: students should always attend the schedule showing in Skyward and only send one request to counselors. Multiple requests will not expedite the changes but rather slow the process down. Be patient, they will process each request in order of receiving them. Thank you!*