

## **Sparta Area School District**

### Article 432 – High School Schedule Requests and Changes

Schedule changes are strongly discouraged but students are allowed to add/drop classes in the first five days of each semester without penalty. Criteria for a course change are:

- Documented medical reasons
- Significant changes to a student's post high school plans
- Computer error on the student's schedule
- Two study halls in one semester and none in another
- Student is in Co-Op or Youth Apprenticeship and needs to be free at certain times for his/her job
- Student IEP requires that modifications be made
- Class needs to be added as it is a graduation requirement

All changes in student schedules should be initiated with the school counselor. Changes must be approved by the student, a parent or guardian, and school counselor. The High School Principal may, in unusual situations, give approval for schedule changes not covered within this policy.

Legal Reference:

Cross Reference:

Adopted: April 26, 2016

Revised: