

Skyline High School Schedule Repair Policy

The following guidelines will be used to determine whether or not a **schedule repair** may be allowed.

- Schedule repairs are only allowed during the first 6 days of the semester. **The deadline for the Spring semester will be Friday, January 12th at 3:00 PM.** After that date, students can not add or change courses to their schedules. Students must meet the full-time status criteria (8 classes for freshmen; 6-8 classes for sophomores, juniors and seniors). Please see details below for schedule repair guidelines.
- If a student drops a class because it is not needed for graduation or it does not put them below 6 classes or they want to be a teacher's aid, they will need to use a yellow drop form that can be given to them by their counselor. This form needs to have signatures from: the student, parent, teacher and administrator. **This yellow drop form will be used from Tuesday, January 16th to Friday, February 2nd at 3:00 PM. Students will not receive a failing grade during this time.**
- Any course drops after the fourth week of a semester will result in a failing grade recorded on the student's official transcript. **The deadline without this penalty will be Monday, February 5th at 3:00 PM.**

Schedule Repair Guidelines

A schedule repair within the first 6 days of the semester may be granted by the counseling department for academic reasons. Counselors will **not** accommodate **schedule repairs** for the following: teacher preference or change of interests.

Schedule Repair Requests must fall within one of these reasons:

- A student did not pass the course prerequisite or was placed in the incorrect level of a course.
- A student is a senior and the schedule repair is necessary to accommodate a course for graduation.
- A Junior or Senior student may request to drop a course for a time release (if still enrolled in a minimum of six classes/3 credits each semester after dropping for a time release and is on track to graduate).
- A student's schedule is incomplete; (i.e there is a gap or no scheduled course during a block; year long course is only scheduled for one semester).
- A student's schedule reflects an imbalance in academic load.

Until a requested schedule change is approved and communication has been given to the student from their counselor, the student must follow their schedule as it appears in Infinite Campus.