



May 2024

Dear Skyline High School Community,

Thank you for being a part of the Skyline High School community and for your continued support as we work to advance student learning and academic success.

For the 2024-2025 school year, we are continuing a revised policy regarding student schedule repairs. We invite you to review the policy below for the 2024-2025 school year.

### **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. 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.
- Any course drops after the fourth week of a semester will result in a failing grade recorded on the student's official transcript. If the last day of the four weeks falls on a non-school day, the next school day shall be the deadline.

### **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, friends in class 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).
- 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 (i.e all core classes in one day).

**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.**

Schedules are slated to be released to students on May 15, 2024 at 4 p.m. Please note that the schedule provided in Infinite Campus when schedules are released in May is to be used for your planning purposes but will not be considered final until the first day of school in August. Final changes to the school's master schedule could continue throughout the summer due to shifting student needs, enrollment, or staffing, therefore there could be schedule adjustments between now and August. Please review the following timeline for schedule release and repairs:

### **Spring**

- **2024-2025 school year schedules will be released on Wednesday, May 15, 2024 at 4:00pm**
- **Schedule Repair Form opens for requests on Wednesday, May 15, 2024 at 4:00pm and closes for requests on Friday, May 24, 2024 at 4:00pm. *\*\*Note changes will not be made until fall.***
  - **Schedule changes will NOT be addressed through email**

**[Access 2024-25 Schedule Repair Form Here!](#)**

### **Fall**

- **Schedule Repair Form will reopen on Friday, August 9, 2024 8am.**
- **Counselors will be available in the commons during lunch time on- Wednesday, August 14, Thursday, August 15, Friday, August 16, to complete schedule repair requests in person**
  - **Do NOT make an appointment with your counselor. Repairs will ONLY be addressed with the Schedule Repair Form or in person at lunch**
- **Schedule Repair Form closes for requests on Wednesday, August 21, 2024 at 4:00pm**
  - **Schedule changes will NOT be addressed through email**

We appreciate your continued partnership in the education of your student(s). We are looking forward to a great 2024-2025 school year.

Go Falcons!

#WeAreSkylineEveryday