

Dear Erie High School Community,

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

Beginning with the 2023-2024 school year, we are implementing a revised policy regarding student schedule repairs. This revision is necessary as Erie High School continues to grow, impacting our ability to manage a large number of schedule repairs. Master scheduling across a high school of this size is complex. Individual student schedule repairs significantly impact classroom seat counts, staff allocation, and our ability to offer specific courses. We invite you to review the policy below in preparation for implementation in the 2023-2024 school year.



### **Erie 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 and sophomores; 6 classes for 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 compelling academic reasons. Counselors will use students' alternate requests when making any schedule repairs. Counselors will not accommodate schedule repairs for the following: teacher preference, lunch periods, 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 unable to participate in the course. Documentation may be requested from the student that supports the schedule change (i.e. broken leg, broken arm-therefore student can't participate in PE).
- 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 Honors/AP core classes on the same day (A day), two PE classes on the same day (B day)).
- A student is participating in CETC/IC and their schedule does not allow the required travel time.

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, 2023** at 3 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:

- **2023-2024 school year schedules slated to be released on Monday May 15, 2023 at 3:00PM**
- **Schedule repair request Google form opens for requests on Friday August 11, 2023 at 8:00AM**
- **Schedule repair request Google form closes for requests on Thursday August 24, 2023 at 2:45PM**
- **All requested schedule repairs finalized by 3:00PM on Friday August 25, 2023**

We appreciate your continued partnership in the education of your student(s). We are looking forward to a great 2023-2024 school year.

Go Tigers!