**ADD/DROP PROCESS**

The course selection process begins in late January and ends at the beginning of May. During this time, students are given information on required and elective courses and any new courses or revised course titles or descriptions. Students are referred to the Course Catalog (available on-line at school counseling web page and in Counseling Office) for descriptions of all courses. Students make their initial course requests in PowerSchool. As part of their Student Success Plan, all students have an in-depth individual planning session with their school counselor, during which all course requests are reviewed and discussed. At this time students must also select two alternative courses to be used in the case of cancelled or overenrolled classes or scheduling conflicts. Students may see their counselor to revise their course selections before final scheduling is completed.

The process of scheduling all high school students into classes is a lengthy and complicated one that takes into account many factors including number of course requests (which may lead to cancelled or overenrolled courses), class size and staffing.

**ADD/DROP PROCEDURE**

Changes to student schedules will only be allowed for the following reasons, and only during the first five days of a semester:

* Academic misplacement in REQUIRED courses
* Courses that were remediated in summer school or through summer tutorial
* Computer error
* For seniors in good credit standing only, a fourth period class may be dropped to add Senior Option. Seniors requesting a fall Senior Option must have earned 24 credits at the end of junior year. For a spring Senior Option, seniors must have earned at least 27 at the end of first semester, senior year. The rest of a senior’s schedule will not be readjusted to fulfill this request.

***Changes for elective courses will not be allowed after the last day of the school year, as students have sufficient time to research and select these courses.***

Any exception to this process will require the school principal’s approval.