

# **ATTENTION!**

## **Schedule Change Information**

Now that you have received a copy of your schedule for Semester 1 of the 2016-2017 school year. We would like to provide you with the opportunity to make schedule change requests before the school year begins. Below you will find a table that displays the electives offered for each class period. If you wish to change your schedule, please follow the steps listed below:

- 1) Print a copy of the **Schedule Change Request Form**.
- 2) Review the Electives offered for High School and Middle School to select your desired course replacement using the **Elective Tables** below. *(You may only replace a course with another course that is offered during the same period.)*
- 3) Submit form in the box located in the front office or fax the form to 678-212-6079.
- 4) Once your request has been reviewed and if it meets the criteria for a schedule change and if there is room in another class that works in your schedule, the change will be made.
- 5) Students will receive their new schedule or a response indicating why their schedule could not be changed.

**\*Please wait patiently for a response and/or a new schedule.**

**\*\*Counselor/Registrar will not be available to see students and/or parents who walk in with schedule change forms as forms are processed in the order in which they are received.**

**Schedule changes will only be considered for the following reasons:**

- 1) Did not receive a course required for graduation.
- 2) Enrolled in a course you have already completed and received credit.
- 3) Enrolled in a course for which you have not met the prerequisite.
- 4) Do not have a full schedule of 8 classes.
- 5) Received a course you did not request as an original or alternate during registration. Requested course must be recorded in "Online Course Request".
- 6) Wish to take a course that is now available that was not previously offered during preregistration.
- 7) Want to change the level in a core class (English, Math, Social Studies, and/or Science).

### **Procedures for Requesting a Change**

***A student may not drop a course and add a new course after the first five days of a class.***

Schedule changes will be made according to **space available in classes**.  
Making a schedule change for one class may result in changing the rest of your schedule.

***We will do our best to honor your requests.***

## High School Electives

1st Period						
Spanish 2						
2nd Period						
HS Yearbook						
3rd Period						
Spanish 1	SAT LARTS Prep					
4th Period						
HS Music Theory						
5th Period						
HS Art	HS Personal Fitness	Spanish 2	*Internship I/II			
6th Period						
HS Chorus	HS Band	HS Graphic Design	Worldview	HS Fin Lit	*Internship I/II	HS PE
7th Period						
Comp Sci Principles 1	Spanish 3	HS Drama	Forensics	SAT Math Prep	*Internship I/II	
8th Period						
AP Biology (LAB)	*Internship I/II					

## Middle School Electives

1st Period						
MS Web Design						
2nd Period						
MS Music Theory	Bible					
3rd Period						
MS Bible	MS PSAT PREP Math					
4th Period						
Spanish 1						
5th Period						
Science Lab 7						
6th Period						
Science Lab 6	Math Lab 6	MS Computing 2	Forensics	HS/MS Band	Math Lab 7/8	
7th Period						
English Lab	Math Lab 6	English Lab 7	Forensics	Science Lab (8)	MS Health	MS Art
8th Period						
MS PE	MS Computing	MS Chorus	Robotics	MS Graphic Design	MS Drama I/II	