

Seneca Middle School Schedule Change Guidelines:

After reading the FAQ's below, if your request meets the requirements listed, you may visit the link on the Seneca website *to print the form and submit a request by September 8, 2023.* No late requests will be accepted.

How are schedules developed in the first place?

In the spring, student schedules are built with the four core classes; Math, ELA, Science, and Social Studies, along with 8 electives chosen at random. Students may also enroll in band or choir. Tests such as NWEA or WIDA may also affect a student's individual schedule.

Why is it so difficult to change my schedule?

The courses fit together like a puzzle. One change will affect other courses. In addition, teacher staffing decisions are made based on student course requests from the spring. Therefore, schedule changes can be considered only for extenuating circumstances.

Examples of INVALID requests:

- Changing a teacher you have never had (for example, based on rumors)
- Changing a teacher you have had success with in the past
- Changing the order of classes
- Changing electives
- Changing to have friends in a class

What issues *will be considered a VALID request for a schedule change?*

- If student has an upcoming class listed twice on their schedule
- If student is missing a required course or has an empty/open spot on their schedule
- If student was accidentally placed into the wrong course
- If the student has a family or medical concern that requires course adjustments

What if I prefer to have a different teacher?

Conflict and disagreements are inevitable aspects of relationships. Students should consider this as an opportunity for problem solving and personal growth. In the future, you will have to figure out ways to work through difficult situations. The teacher/student relationship is like that of boss/employee. Communication is *always* the answer. Talk with your teacher about difficulties and try to come to a resolution. Involve your parents when you get stuck.

FORMS WILL BE AVAILABLE UNTIL 9/8/2023

If your request meets the reasons for a valid schedule change, please complete the request form.

**SENECA MIDDLE SCHOOL
SCHEDULE CHANGE REQUEST FORM**

Student Name: _____ Grade: _____

Students must have steps 1 through 3 completed PRIOR to returning this form.

Course you are requesting to drop.	Course you are requesting to add.

STEP 1: Please note: Schedule changes are not guaranteed and will depend on availability.

Changes **will not** be considered if:

1. You want to drop an academic elective to take a non-academic elective. Academic classes include: English, Mathematics, Science, Social Studies.
2. You are requesting specific hours
3. You are requesting a teacher change without prior history with that teacher
4. You are requesting to change an elective without valid reasoning.

Student initials (indicating the criteria in Step 1 has been read and understood): _____

STEP 2

Detailed explanation of why you wish to make this change.

STEP 3:

Is this request regarding a teacher change? _____ YES _____ NO

If yes, provide reason: _____

____ Student has approached teacher to discuss concerns or seek extra help

____ Teacher has been contacted by the parent/guardian regarding the concern prior to this request
(If not, please do so prior to moving forward with this request)

Parent Signature: _____ Date: _____