STUDENT SCHEDULES AND SCHEDULE CHANGE POLICY

Students complete Schedule Requests forms in the spring for the following school year. Informational meetings are held for both parents and students to learn about the offerings at West Fork Middle School. From the student Course Selection Forms, a master schedule of course offerings is designed in order to accommodate a maximum number of students' choices with a minimum number of conflicts. Personnel assignments are made based on the students' choices. Students are given their schedule at the beginning of the school year and are expected to follow their schedule for the entire year.

Schedule changes will be considered only in the event of **inappropriate placement**, **movement between academic and Honors classes***, **lack of prerequisites**, or a **scheduling conflict**. Schedule change requests for the reasons above are initiated through the counselor's offices, require parental approval, and will only be made the first week of school.*\ Any requests made outside of the above listed reasons must be approved by the principal.

*Movement from an honors class may be made later in the semester if there is a concern about academic workload and requirements and/or credit loss. In the event a change is requested or deemed necessary, parents and administrative approval will be required. All efforts will be made to change the schedule with as little disruption to the rest of the student's schedule as is possible. Changing from an honors course could result in the loss of a desired elective based on course availability and seat numbers.

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