



Rockwood South Middle School
SCHEDULE CHANGE/REQUEST PROCEDURES FOR ALL CLASSES



The Rockwood School District hires teachers and creates a master school schedule based on the courses that students sign up for in the spring. Changes to student schedules create an impact on many other courses, and therefore will be made on a **limited, case-by-case basis**. For these reasons, no changes will be allowed unless they are deemed necessary by the school.

To make a request for an upcoming school year:

Please be proactive: If you need to place a schedule request for a teacher, course level, team, or for any other reason the request must be made *in writing/email* and submitted to a RSMS School Counselor **on or before May 1**. Please keep in mind that scheduling is dependent on many variables and it is not always possible to meet every request; schedule requests cannot be confirmed prior to orientation.

There will not be any changes to teams or teachers after schedules have been released.

To change the current schedule:

The schedule change process can be initiated by a student, parent, legal guardian, school counselor, grade-level administrator and/or classroom teacher. The process is as follows:

1. Schedule Change Request Forms are available in the Student Services Office. Complete the form and submit the form to your school counselor. All schedule change requests must be made in writing on the Schedule Change Request Form and must be signed by the parent or legal guardian and the student.
2. The school counselor will meet with the classroom teacher and the grade-level administrator to determine outcome, considering all factors that impact the child as well as the school community.
3. The school counselor will contact the parent with the result of the conversation and complete the schedule change as determined if needed.

Acceptable Reasons for a Schedule Change:	Unacceptable Reasons for a Schedule Change:
<ul style="list-style-type: none"> ★ The schedule is incomplete or is missing a class. ★ The schedule has an incorrect class level: challenge, grade-level, IEP, etc. ★ The schedule has an incorrect encore class. ★ Questionable academic progress. ★ Repeated inappropriate behavior. 	<ul style="list-style-type: none"> → The student/parent wants a different teacher. → The student wants to be with friends. → The student has changed his/her mind since selecting courses in the spring. → The student no longer 'likes' a class or teacher.

(Please retain this page for your records.)