



### **Double Peak School Schedule Change Process**

1. **Electives** may only be changed during the first 3 weeks of the 1st semester for year long courses.
2. **Parent request for student to go from core to honors/accelerated (aside from the first 3 weeks of school)**- Student to fill out *Request for Course Change* form and obtain teachers and parent signatures. If a teacher disagrees with suggested placement, he/she can contact parents to explain reasoning behind the original decision. However, due to Open Access, the parents have the right to make that decision. Once the *Request for Course Change* form is submitted, counselor will make change within 48 hours. The student will be placed in core classes for the next school year if the requirements for honors/accelerated are not met.
3. **Teacher request for student to move from Honors/Accelerated (or Vice Versa) to Core** - Teacher to contact parent to explain reason for suggested change, then contact counselor to see if schedule change isn't too disruptive to student's schedule.
4. Students must remain in a course at least 6 weeks in order to receive a semester grade, therefore, there are no schedule changes when there are only 6 weeks left in the semester.