

Date Submitted: _____

Semester: _____



Anguard Academy
Inspiring Tomorrow's Leaders

Packet Ref # C.4

2020-2021 Registration Packet

2020-2021 Schedule Review Packet

SCHEDULE CHANGE REQUEST FORM

Final Review	Reviewed By	Prepared By	Date	REF	Ln#	OFFICE USE ONLY SCHEDULE CHANGE PROCEDURES
				AA. 05.05	1	Receive/Fill out a completed "Schedule Change Request Form".
				CCRP.02	2	If dropping a course , verify the course is not needed to graduate and change is according to student's GPS Plan.
				CCRP.02 CCRP.04	3	If change is not according to GPS plan , update GPS & "Master Time Schedule". Obtain student & parent signatures and place in student file.
					4	Verify that the new classes have enough room and that it is available during the period needed. Keep classes balanced.
				AA. 05.02	5	If a course or section needs to be added , submit a "PowerSchool Section Creation Request Form" to the Scheduling Coordinator.
				AA. 05.05	6	Obtain all signatures on "Schedule Change Request Form"
					6a	If classes have already begun , obtain approval signatures from teachers.
					6b	If a CE course , verify registration for new course. Notify CE Coordinator.
					6c	If the semester has already begun or course is full , but approved to be added, obtain signature from Scheduling Coordinator.
					6d	If change is requested after the first week of classes , obtain a signature on the "Schedule Change Request Form" from the Scheduling Coordinator.
					6e	Obtain signatures from student, parent & academic advisor.
				AA. 05.05	7	After the first week of classes, all schedule changes in Powerschool must be completed by the Scheduling Coordinator.
					8	Make the schedule change in PowerSchool.
					8a	Verify enrollment dates are correct.
					8b	If course change is a CE course , update course enrollment information accordingly in PowerSchool by clicking on "All Enrollments", click on "Edit" on the right of the CE classes added, and select "(Y) Taking for college and high school credit" on the drop-down menu under "Student is attempting college credit".
					9	Print two copies of the new schedule. Give one of the copies to student.
				AA. 05.05	10	Fill out the Office Use Only section of the "Schedule Change Request Form".
					11	Staple the "Schedule Change Request Form", the new student schedule, and old student schedule w/written changes together and place in schedule change file box to be reviewed by secretary.