

Schedule Change Information – Fall 2009

The student schedules that will be posted on Net Classroom in July will reflect the course requests that were submitted electronically this past spring. Students were encouraged to consider their requests carefully because our Master Schedule was built around those requests. However, we know that situations change and some of our students will need or want to make changes to their courses for the 2008-2009 school year. There is a \$10 fee for each student-initiated schedule change request. Students who intend to request schedule changes should not write their names in textbooks so they can be returned to Varsity Books if no longer needed.

There is no guarantee that all student requests can be accommodated because some classes may be full or be in conflict with courses the students is already taking. **No schedule changes will be made for teacher preference!**

Students will meet with their assigned counselors to make schedule changes and priority is given to upper classmen. Appointments for changes will take place by grade level according to the schedule below and will continue through the first six day rotation of the semester (ending on 9/2). Students who want to make schedule changes will be given an appointment with their counselor on a first-come, first-served basis at 7:45 AM on the day their grade level is scheduled. The appointments are scheduled every 15 minutes from 8:00-11:45 AM and 1:00-3:45 PM. Due to the limited number of spots open, students (or their parent) will pick up an appointment time that may be scheduled for later in the day. Please DO NOT call the Guidance Office to request an appointment time; the appointments will be given out at a table in front of the administration building as shown on this schedule:

Tuesday, 8/18	SENIORS only
Wednesday, 8/19	JUNIORS & seniors
Monday, 8/24	SOPHOMORES, juniors, seniors
Tuesday, 8/25	FRESHMEN & all grade levels

Students who are not able to meet with their guidance counselor according to this schedule may still request change appointments once school begins. Same day appointments will be given out in the Guidance Office beginning with the first day of classes (8/26). Please stop by before going to your first period class to pick up an appointment slip.

IMPORTANT: Parents of students in all grade levels need to be kept informed of guidance related issues whether your child is beginning the college application process or simply beginning high school. I would like to invite *all parents* to join my parent email groups and receive periodic "Guidance News" emails from me pertinent to the child's grade level. If you are not already receiving my emails, send your request to kvalentine@chaminade.org and include your child's graduation class (2010-2013).