



Malberg Administration Building
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May 2018

Dear Parent/Guardian:

Per the high school course selection book, after July 15th, the only schedule changes which will be permitted are those which involve a change in the designated level of instruction. Requests for schedule changes must be approved by the student's parents. Classes are organized and staffed according to the number of requests; thus, few schedule changes will be considered or granted after July 15 due to staffing concerns.

Once school begins, requests to change academic levels will only be considered after the 1st marking period interim (early October) until November 30. After November 30, no level changes will be considered.

Since much emphasis is placed on the importance of individual counseling for educational planning, there will be little need to change a schedule after the initial selection of courses by a student and approval by the parents. The only notable exception to this would be a change necessitated by the completion of courses in summer school or failure to complete designated prerequisites.

Great care is given to the matter of proper course selection when schedules are developed each year. The master schedule will be constructed based upon those selections. For that reason, few, if any, requests for changes should be made in the fall. Only when there is sufficient documentation to indicate the necessity for a change will schedules be altered. There is always the possibility that a certain class will close early due to heavy demand. A class may be discontinued when an insufficient number of students elect a subject.

Sincerely,

Dr. Kwame Morton
Principal
High School West

Dr. Dennis Perry
Principal
High School East