

The schedule change policy is designed to promote academic success at Hortonville High School. Students are encouraged to make careful course selections during registration due to its direct correlation to the development of the master schedule for the upcoming school year. For this reason, only in certain situations can a schedule be changed. Class change requests are not guaranteed. Please refer to the chart below prior to filling out the class change form:

# CAN I MAKE A SCHEDULE CHANGE?

## YES

I have been scheduled into a class I previously passed.

I have not met the prerequisite of a course I have been scheduled into (i.e. Spanish 2 on schedule but have not taken Spanish 1).

I have a gap/don't have a full schedule.

I am missing a graduation requirement.

I was placed in the wrong level (i.e. regular Biology instead of Honors Biology).

I have changed my career path and I need to schedule courses that align with my career choice.

## NO

My course hours changed since I initially received it, and I want it changed back to how it was before (\*this is done when class sizes need to be balanced).

I want to be in the same lunch as my friend.

I want the same class as my friend.

I want a different teacher.

If your request falls under the “YES” column, please fill out a Class Change Request form. Once it is completed with a parent signature, you must turn it into the Counseling Office to Mrs. Patri.

**\*We will not be making class changes via email or phone.**

Class change forms will be looked at on a first-come, first-served basis. Please do not email or call the Counseling Department inquiring about the status of your request. Class changes and balancing of class sizes will be made until the first day of school; **students must continue to check their schedules for any changes until the first day of the semester.**

# HORTONVILLE HIGH SCHOOL

*Our community ensures every student learns at the highest level.*

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## SCHEDULE CHANGE REQUEST FORM

**Please note:** Hortonville High School makes every attempt possible to provide students with their requested courses. Based on student requests, the master schedule was built, staffing assignments were made and supplies were purchased based around details of the master schedule. Requested changes after the Master Schedule is made may be difficult or unavailable to the students. *To request a course change, the following information must be completed and returned to the Counseling Office. Your change request will be reviewed and processed either with an approval or denial.*

Name:

Grade:

Date:

**What proposed changes would you like to see to your schedule? Be specific with semester.**

**What are your post-secondary goals? (Workforce, military, technical college, four-year college)  
Be as specific as possible.**

**How does this proposed change enhance your post-secondary goals?**

**If** you are planning to attend a four-year college/university, please understand that course changes may impact your college acceptance, so consider the typical college/university requirements for admissions when proposing your change requests:

- ❖ 4+ years of English
- ❖ 3+ years of Math
- ❖ 3+ years of Science
- ❖ 3+ years of Social Studies
- ❖ 2+ years of Foreign Language
- ❖ Rigorous and relevant course load selections of electives.

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## Drop/Add Form

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Semester \_\_\_\_\_

Class to be dropped	Teacher Initial	Class to be added	Teacher Initial
_____	_____	_____	_____
_____	_____	_____	_____

**If parents or teachers need more information, they should not sign the change form until they contact the student's counselor.**

Semester \_\_\_\_\_

Class to be dropped	Teacher Initial	Class to be added	Teacher Initial
_____	_____	_____	_____
_____	_____	_____	_____

By signing this form, I agree that these changes may be added or dropped according to enrollment numbers within the individual classes. If dropping a class after the authorized drop period of three days into the semester, I agree that a grade of F will be placed on my permanent transcript for those classes that are dropped. These F grades will have a negative impact on the student grade point average and class rank.

The changes above do not match up with the student's intended post-secondary plans and/or college acceptance recommendations and are being made against the recommendations of the school counselor.

Student Signature \_\_\_\_\_ Student email \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Counselor Signature \_\_\_\_\_

**Counseling Office Phone (920) 779-7934**

**School Counselors**

Mrs. Laura Kuether A-G & T  
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Mrs. Staci Chevremont H-O  
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Mrs. Alli Winch P-S & U-Z  
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Mrs. Jennifer Van Asten, Admin. Assistant  
Mrs. Julie Patri, Registrar