



PROCEDURES FOR REQUESTING A SCHEDULE CHANGE

Important Information Before You Begin:

1. Minimum Number of Instructional Periods

- Grades 7-8 = 8
- Grades 9-11 = 6
- Grade 12 = 5
- *CCP courses *do* count as instructional periods. 1 CCP course will count as 1 instructional period for the semester.
- *Study Hall and Teacher Assistant periods *do not* count as instructional periods. Therefore, you must have the appropriate number of instructional periods scheduled before requesting a study hall or TA.

2. Maximum Number of Study Halls

- Grades 7-8 = Built in
- Grades 9-12 = 2 per semester

3. Required Graduation Credits

- Total = 25

Bible	4
English	4
Math	4
Science	3
Social Studies	3
Fine Arts	1
Physical Education	1/2
Health	1/2
Financial Literacy (For class of 2026 and beyond)	1/2
Electives	5

4. Class Sizes

- For most courses at the Upper School, the maximum class size is 24.
- Some have higher maximum numbers: i.e. Choir, Band...etc.
- Some have lower maximum numbers: i.e. Ceramics, Engineering...etc.

5. Schedule Change Request Windows

- Summer (2022): Monday, August 1st – Tuesday, August 16th
 - Teacher signatures are not required during this schedule change window
- Semester 1 (2022): Monday, August 22nd – Friday, September 2nd
- Semester 2 (2023): Monday, January 16th – Friday, January 27th

6. Schedule Change Fee

- All approved schedule changes will incur a \$10 fee. This fee will appear as a charge on the student's FACTS account.

7. Approval protocols

- All schedule request forms will be reviewed and approved or denied by an Upper School Assistant Principal, School Counselor, and/or Intervention Director.
- If you have questions or would like to discuss a potential schedule change, please reach out to the Upper School Office
- Please do not contact the Registrar regarding your schedule change request.
- If the schedule change request is approved, it will be sent to the Registrar to be updated in FACTS. Communication will be sent to confirm the approval.
- If the schedule change request is denied an Upper School Assistant Principal, School Counselor, or Intervention Director will notify the family.

8. Appeal Process

- If the schedule change request is denied and you wish to appeal. Please fill out the Schedule Change Appeal Form.
- This form is available in the Upper School office.

Directions:

1. Access the Form on the Worthington Christian website or pick one up in the Upper School office.
2. Complete the Form with as much detail as possible.
3. Acquire the appropriate signatures
4. **Turn in a physical copy of the completed form to the Upper School office.**
5. Wait to receive communication from the Upper School office regarding the approval or denial of your schedule change request.

SCHEDULE CHANGE REQUEST FORM

To be completed by students and families

Student Name:						
Current Grade:	Circle One					
	7 th	8 th	9 th	10 th	11 th	12 th
Does the student have a Special Education plan or work directly with the Intervention Department?	Yes (Circle One)			No		
	IEP	Services Plan	Accommodation Plan			
Schedule Change Request:	Describe your request in detail below					
Explanation:	Why are you requesting this schedule change?					
Parent Approval and Signature:	By signing below, you are communicating your support of this schedule change request					
	Print Name:					
	Signature:					
Teacher(s) Approval and Signature:	By signing below, you are communicating your support of this schedule change request					
	Print Name:					
	Signature:					
Teacher(s) Approval and Signature:	By signing below, you are communicating your support of this schedule change request					
	Print Name:					
	Signature:					
Teacher(s) Approval and Signature:	By signing below, you are communicating your support of this schedule change request					
	Print Name:					
	Signature:					

For Office Use Only

Date Submitted:		
Credits:	<input type="radio"/> Does this schedule change affect the number of credits the student will earn during this school year? <input type="radio"/> Does this schedule change affect a course that is required for graduation? <input type="radio"/> Does this schedule change affect a students' "on track to graduate" status?	
Class Sizes:	<input type="radio"/> Does this schedule change affect the class size limits for the identified courses?	
Minimum # of Instructional Periods:	<input type="radio"/> Does this schedule change cause a student to fall below the minimum # of required instructional periods?	
Maximum # of Study Halls:	<input type="radio"/> Does this schedule change cause a student to exceed the maximum # of study halls allowed?	
Assistant Principal or School Counselor Approval	APPROVED	DENIED
Intervention Director Approval (if applicable):	APPROVED	DENIED