

SEHS STUDENT SCHEDULE INFORMATION

Student Class Schedule Release and Correction Process for the 2018-19 School Year

A new class schedule is one of the exciting hallmarks of a new school year. A student's schedule is the product of a process that started last January and remains in progress until late August. We take great care to create schedules that meet students' needs, reflect their forecasting choices, and balance class sizes. Please take time to review the following information about the release of the 2018-19 student class schedules carefully and the guidelines and process for corrections.

Student Schedule Release Dates:

Students' **initial schedules** will be available on August 23, and can be found online through Student Vue/Parent Vue. A printed copy can be obtained from the Registrar's office. Please note the names of teachers will not be listed on the initial schedule. **Final schedules** with teacher names and classrooms will be released on Friday, August 31 at 5:00pm. They will be available online and through the Registrar's office.

Schedule Check/Credit Review:

If your student's schedule differs from what was originally requested, it is likely that either the class was full or that a conflict exists between classes in the master schedule. Student and parents should review the schedule to ensure the assigned courses meet requirements for both graduation and special individual pursuits. For specific information regarding graduation requirements, please access the SEHS Curriculum Guide on our school website at www.sehs.4j.lane.edu.

Schedule Correction Arenas:

August 24 from 8:00am-12:00pm in Library

August 27 from 12:00pm-3:30pm in Library

The student class schedule is based on the courses requested during forecasting last spring and on the availability of elective courses. Students' schedules are final unless one of the following circumstances applies:

1. Academic misplacement, as determined and indicated by the teacher.
2. A necessary graduation requirement is missing.
3. Failure in a prerequisite class.
4. A technical error or an obvious mistake.
5. A health issue, requiring documentation by a physician.
6. An open period is required to access an off-campus class.

If there is a needed schedule correction as defined by one of the six criteria listed above, corrections will be made during one of the Schedule Correction Arenas (see above). Corrections will be made on a first-come, first-served basis in the Library. To initiate a change, students should complete a Schedule Correction Form available on the SEHS website, in the main office, or in the counseling office. The form must be submitted at the Correction Arena.

Changes during the First Week of School

We have a limited ability to add courses or change courses once the school year has begun and class size limits have been met. When possible, changes may be made if the requests meet one of the six criteria above. Students may come to the library from 8:00a.m.-2:30p.m. on the first day of school, Wednesday, Sept. 5, to request schedule changes. If students do not attend a scheduled class they will be marked absent.

Course Changes after the First Week of a New Trimester:

The criteria to change a class are the same throughout the school year. To ensure stability for student, staff, and classroom, any course change requests must be made within the first **five** days of the new trimester. Classes dropped after the first 15 days of the trimester will appear on a student's transcript.

Grades 9 & 10:

All 9th and 10th grade students are required to have a full schedule of courses that provide an opportunity for 7.5 credits for the school year. For that reason, some 9th and 10th grade students may automatically be assigned to courses that they may not have originally requested in order to fill their schedule. Schedules for 9th grade students are determined primarily through Middle School recommendations. For that reason, very few scheduling change requests will be considered for 9th graders.

Students with IEPs (Special Education):

All students with IEPs must meet with their case manager for schedule changes. Case managers will not return to work until August 28. Please email your student's case manager to schedule a meeting and/or request a schedule change.

Students with 504s:

Students with 504 Plans who require scheduling considerations based on their accommodations should contact Tia Holliday (holliday@4j.lane.edu) for schedule change requests.

Requests for "free period":

9th and 10th grade students are required to schedule a full day of class. 11th and 12th grade students are highly encouraged to schedule a full day of classes to take full advantage of their high school years. Special requests for specific free periods will not be considered because of the potential impact it creates on class size throughout the school day. Unique situations may be processed with a counselor, case manager, or administrator based on medical, 504, IEP, or an off-campus class.

Core and Elective Classes:

Math, Science, English, Social Studies, and World Language courses will not be changed at any time due to the necessity of ensuring balanced classes to provide equity for both students and staff. The only exception will be in the event that a counselor or administrator deems the concern as valid and necessary. *Please note that students are likely to have one or more core classes with a trimester break between the first and second halves of the course. We cannot change core classes to be consecutive for a variety of reasons.*

Balanced Classes:

When adding a student to a course, schedulers must make every effort to maintain balance in class size for every period the course is offered. For this reason, the counselor or administrator will have the final say about which period and what teacher the student shall be assigned to if a new course is added.

Counselors and Their Assigned Students:

Please contact your student's counselor at any time you feel your student needs academic guidance or if you have questions about the academic progress of your student. All school guidance counselors will be available for non-schedule related conversations after the beginning of the school year. Counselor appointments can be set through the Counseling Department page listed in the Resources tab on the SEHS website.

Counselor	Students	Contact
Shirley Madathil	All 9th grade	madathil_s@4j.lane.edu
Juli McGlinsky	10 th -12 th grade Last name A--F	mcglinsky@4j.lane.edu
Michael Leahy	10 th -12 th grade Last name G--N	leahy_m@4j.lane.edu
Shantel Buss	10 th -12 th grade Last name O--Z	buss_s@4j.lane.edu