



## Class Change Procedure

Students: We are hopeful that every effort has been made to make sure you have the needed classes for graduation in addition to most of the electives you selected. While you may not have been able to register for every class that you wanted, you should be enrolled in everything that you need! If you did not complete your schedule, your counselors have completed schedules for you. Most classes are filled to capacity; therefore, we anticipate minimal options for class changes at this point. If you **need** to make a change, we regret we cannot meet with you individually at this time. However, if there are **necessary changes** to your schedule, simply e-mail your counselor from the contact information below.

**You will not be able to make your own changes on Skyward this summer. All requests must be submitted by August 10th. THERE WILL BE NO CLASS CHANGES MADE AFTER THIS DATE.**

### Steps to requesting a change

1. Login to Skyward from the THS website and view your 2018-2019 schedule.
2. If your schedule is still incomplete or incorrect and you need to make a change please e-mail your counselor. Counselors will be checking e-mails over the summer and will respond as soon as possible.
3. A \$5 Class Change Fee will be assessed.

**REMEMBER: This is only a class request.** Your counselor will do his or her best to honor your request, but some changes will not be able to be made due to class availability, graduation requirements, etc. Also, be aware that there may be course and/or teacher changes made to the schedule without notification to you. This is only done when staffing adjustments happen at the school level.

### Resources to utilize

1. You can access the most recent 2018-2019 Master Schedule from the THS website
2. Course Descriptions from the THS website

**DEADLINE for Class Change requests is AUGUST 10<sup>th</sup>**

A-D	Kahea Clark	<a href="mailto:kaheaclark@alpinedistrict.org">kaheaclark@alpinedistrict.org</a>
E-L	Taunia Sloat	<a href="mailto:tsloat@alpinedistrict.org">tsloat@alpinedistrict.org</a>
M-Ra	Maja Stocking	<a href="mailto:mstocking@alpinedistrict.org">mstocking@alpinedistrict.org</a>
Re-Z	Holly Dahle	<a href="mailto:hdahle@alpinedistrict.org">hdahle@alpinedistrict.org</a>

**REMINDER:** Seniors who are working on credit throughout the summer to accelerate (Summer School, East Shore Online, etc.), remember this credit **MUST** be completed by **August 10th** or needed credits will be added to your schedule (i.e. Financial Lit, Fitness for Life, Govt/Citizenship, etc.) which means losing an elective or approved release period.

**Recognition Information:** Please refer to the website under “College and Career Readiness” and then “Recognition” to confirm needed credits if you are interested in recognition such as gold and silver cords.

**<https://goo.gl/CX7Xwn>**



