

SCHEDULE CHANGES

Any necessary change in a student's class schedule must be made prior to the beginning of the semester, with the appointed counselor. Exceptions must be cleared by an administrator after a meeting with parents, student, and teacher. Any changes which take place after the 10th day of the term will have the grade in the course from which the student is transferring posted to the student's permanent transcript with the appropriate amount of credit for the day of the transfer.

A \$5 class change fee must be paid in the accounting office and the receipt brought to the counselor before a schedule will be changed.