

# 2024-2025 Northwest Guilford High School Schedule Change Guidelines

## STUDENTS MAY REQUEST A SCHEDULE CHANGE AND ATTEND FACE-TO-FACE SESSION PRIOR TO START OF SCHOOL FOR ONLY THE FOLLOWING REASONS:

- Not scheduled for 6 courses (students with a zero period needs 6 additional classes)
- Did not pass a class and need to retake it
- Courses are out of sequence (ex: you have Spanish 2 before Spanish 1)
- Registered for a class already passed (ex: credit recovery in summer school/took on-line)
- Did not receive first choice courses
- Electives – **Accepted beginning August 27<sup>th</sup>**
- Course level (Ex. Reg to Honors, AP to Honors) – **Accepted beginning August 27<sup>th</sup>**

Grade level sessions at NWHS Counseling Office:

**SENIORS:** Monday, August 19<sup>th</sup>, 11am-6pm

**JUNIORS:** Monday, August 19<sup>th</sup>, 12:30pm-6pm

**SOPHOMORES:** Monday, August 19<sup>th</sup> 2-6pm

**FRESHMAN:** Monday, August 19<sup>th</sup>, 3:30-6pm

*\*Dates/times are subject to change*

*\*First Come/First Served During Sessions*

**We are unable to accommodate requests for changes in teachers or specific periods.**

**Students who want to request a change and do not meet the guidelines above may submit a request form to the counseling office beginning August 27<sup>th</sup>.**

### **GENERAL INFORMATION FOR ALL STUDENTS**

- Schedule change request forms will be available with official schedules in August.  
Note: Schedules distributed before Aug 26<sup>th</sup> are not official and subject to change.
- Grade level sessions may have lines; therefore, students should be prepared to wait.
- After grade level sessions, schedule change forms will be accepted beginning Aug 27<sup>th</sup>.
- A parent signature is required on all schedule change requests.
- Requests will not be accepted early, in person, via phone/email/fax or note.
- Requests not following the stated guidelines will not be processed.
- Students will receive updated, official schedules on the first day of school--Aug 26<sup>th</sup>.
- September 9<sup>th</sup>, 4:30pm: Deadline for ELECTIVE schedule change requests.
- September 23<sup>rd</sup>, 4:30pm: Deadline for COURSE LEVEL schedule change requests.
- Requested changes may result in additional changes to the current schedule such as adjusting class and lunch periods.
- Course availability is limited, which may impact the ability to fulfill requests.