

# Woodcreek High School Class Drop Policy

Woodcreek is at capacity, and we very much appreciate your understanding that there is limited flexibility in our ability to change student schedules. Elective changes will be very limited this year.

If your student requires a schedule change please refer to the schedule change process below.

On Friday, August 10th at 2:35pm, students may request a schedule change through the online process. The link will be available on the Woodcreek webpage. The deadline to submit a request is Sunday, August 12th at 10:00 p.m.

\*Please note NO changes will be made for lunch or teacher preference. If students are requesting to drop an Advanced Placement (AP) course, please refer to the [AP Course Drop Procedure](#)

Counselors will review and notify students if the request was approved on Monday, August 13<sup>th</sup>.

## How to Drop/Change Classes

You can request to drop/change classes through the class drop/change request Google Link. The deadline to submit a request for the Fall 2018 term is Sunday, August 12th at 10PM. Counselors will review and notify students if the request was approved on Monday, August 13th.

Class Level Changes- Students who have been placed in a class level that they are not academically prepared for, may drop down to a lower level class within the department. Please note students **may not** join a course in another department. **Teachers must make the recommendation for this level change.** If you believe that your student is enrolled in a class for which they are not academically prepared, contact the teacher first for a meeting (in person or phone call) to discuss the appropriate placement for your student. The deadline to request a class level change for Fall 2018 is Friday, August 31st. The deadline for Spring 2019 level changes is Friday, February 1st.

**Classes dropped within the Drop/Change Period will not appear on your academic record. After this period, students must remain in the class until the end of the term and the grade earned will appear on your transcript. Please refer to the Academic Calendar for Drop Deadlines.**

## Woodcreek Academic Calendar

August 2nd, 3rd and 6th	Wolfpack Days. Students pick up schedules and may make class drop/change requests with Assistant Principal. <b><u>No counselor email or phone call requests will be accepted.</u></b>
August 9th	First Day of School.
August 10th	Class drop/change request Google Link will be open at 2:35 p.m. and will be available on the school webpage. Deadline to submit change is Sunday, August 12th at 10PM.
August 13th	Counselors will review and notify students if their course request change was approved or denied.
August 23rd	AP (Advanced Placement) Course Drop Deadline. Students must follow steps in <a href="#">AP Course Drop Procedure</a>
August 31st	<b><u>Fall 2018 Class Level Change Deadline</u></b> (Please refer to above for the level change policy). Course changes or drops due to level change will <b><u>not</u></b> be allowed after this date.
September 7th	Progress Grades
October 11th/12th	Midterms
November 9th	Progress Grades
November 26th	Class drop/change request Google Link (for Spring 2019 classes) will be open at 2:35 p.m. and will be available on the school website.
December 30th	<b><u>Deadline to request a class change for Spring 2019.</u></b> Class drop/change request form closes at 10PM.
December 19th/20th	Finals

January 8th	First Day of Instruction Spring Term
January 22nd	AP (Advanced Placement) Course Drop Deadline. Students must follow steps in <a href="#">AP Course Drop Procedure</a>
February 1st	<b><u>Spring 2019 Class Level Change Deadline</u></b>
February 8th	Progress Grades
March 14th/15th	Midterms
April 26th	Progress Grades
May 29th/30th	Finals