

## Schedule Change Policy: FAQ

Please refer to this document as it addresses frequently asked questions about student schedules. While every effort is made to give students the classes of their choice, academic and graduation requirements of every child must be considered as the priority. We appreciate your understanding and urge you to use this as a teachable experience for your child preparing them for the course selection process they will participate in throughout college and beyond.

**1. Under what circumstances will a schedule change be considered?**

*Schedule changes will only be considered for abnormalities within a student's schedule. Abnormalities include: missing a class period or lunch, having a double class period or lunch, missing a required academic class or course required for graduation.*

**2. Who authorizes a schedule change?**

*Guidance counselors are responsible for evaluating student transcripts and ensuring they are programmed into the correct classes, thus they will evaluate all requests. Administration will approve only requests indicated as essential by the guidance counselor. Teachers are not authorized to discuss schedule changes.*

**3. Who do I contact if I have questions about my student's schedule?**

*Parents should contact their child's guidance counselor regarding schedules. Assigned counselors are as follows: Mr. Ribaldo grades 6-8 ([ndribaudo@cps.edu](mailto:ndribaudo@cps.edu)), Mrs. Witherspoon grades 9-12 ([jwitherspoon@cps.edu](mailto:jwitherspoon@cps.edu)) or Mr. Padilla grades 9-12 ([apadilla1@cps.edu](mailto:apadilla1@cps.edu)).*

**4. When will schedule changes occur?**

*All schedule changes will occur after September 11, 2017. All schedule change requests are due by the end of the day on September 8<sup>th</sup>, 2017, in writing to the student's counselor.*

**5. Are there different levels of courses offered?**

*Students are programmed into classes based on their academic needs as assessed by a variety of measures. While all classes are rigorous there are particular classes that are designed to meet students at their need level.*

**6. My student was not given the elective or language class they selected, can this be changed?**

*Student requests for electives are a starting point in the scheduling process. From there we must take into consideration each child's academic needs and the overall spaces in a particular elective course. Schedule changes for electives are unable to be considered unless it is a requirement for High School Graduation. Students are encouraged to reselect that elective course next school year to be considered for the course.*

**7. Will requests for particular teachers be considered?**

*Every teacher at Ogdén International is a highly qualified professional educator and certified by the State of Illinois to provide instruction within the academic subject(s) that they teach. All teachers are qualified by the standards set forth by Chicago Public Schools to serve students so no requests based on teacher preference will be considered.*