

# Mesa Verde High School Add/Drop Policy

## Supplemental Information to SJUSD Student Parent Handbook Drop F Policy

**Deadline for Student Schedule Change Requests:** Tuesday, August 18, 2020. Schedule change requests will be made through a google form that will be emailed to students by Wednesday, August 11, 2020.

### Acceptable Reasons for a Schedule Change Request:

1. Incomplete schedule that needs to be completed.
2. Change the level of your course. (i.e. – IM 1 to IM 2)
3. Medical Consideration.
4. Assigned a teacher for a subject and level they received a D or an F with the teacher before.
5. Have already taken and passed this class.
6. We do not accept schedule change requests for teacher preference.

### Timeline for All Schedule Change Requests:

- Schedule change requests must be submitted to the counseling department by the end of the day on Tuesday, August 18.
- Counselors have until the 10th day of school to complete all schedule changes and balance classes. Please do not submit duplicate requests.
- If a schedule change is requested and made after the 10th day of school, the student may receive an “F” on the transcript for the dropped class.
  - The “F” will not apply to changes made after the 10th day if it is for unforeseen circumstances. A meeting with the parent, counselor, teacher and an administrator must occur in these cases (email, phone, or face to face). Administration will have the final authority over decisions.

### Exceptions During Distance Learning:

- No TA spots will be available for students during distance learning. Only Seniors can have an open period.
- Open periods can be any period during the day during distance learning. If a student has an open period during 2<sup>nd</sup> or 3<sup>rd</sup> period, they will be assigned a class if seat based schooling resumes.

If a schedule change is made after the 10th day, the counselor or administration will notify the teachers of the change.