

## **Vicksburg High School Scheduling Procedures for changing classes**

Each year students will receive their schedule for the following school year sometime in early March or April. Often changes are made systematically to our master schedule shortly thereafter and students are informed of these. Before leaving for the summer break all students will know what their schedules are for the following fall.

There should not be a great deal of schedule changes that need to take place but the counselors are available by appointment in the days that lead up to school starting. Any changes that have not been taken care of prior to this point should be handled during these times.

Once the school year begins, students will NOT be allowed to request a schedule change UNLESS a parent or guardian makes contact with their respective counselor. The contact must be in the form of an email or phone call.

The request will be considered if:

1. If it is received by 3 pm on the Friday of the first week of school.
2. The numbers support making the change.
3. It is a "level change" meaning that a student either needs to be in a higher level class or lower level class based on academic capabilities.

**Please understand that we will be unable to honor teacher, seminar or lunch requests. We work hard to maintain a minimum class size in order to provide the best learning environment for all students.**

If the request is after the 3 pm deadline on the Friday of the first week of school, any changes will need to be approved by the principal at that point.

The counselors are assigned by alphabet. The following chart shows who has Mr. Lothschutz and who has Ms. Alger

### **2016**

A-K = Alger

L-Z = Lothschutz

### **2015**

A-Kn = Alger

KO- Z = Lothschutz

### **2014**

A-Kos =Alger

Kot-Z = Lothschutz

### **2013**

A-Moh = Alger

Moi- Z = Lothschutz

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