**CLASS ROSTERS/TEACHER NOTIFICATION OF SCHEDULE CHANGES**

Student rosters are updated on a daily basis on eSembler. Pay close attention to students listed on the roster. Discrepancies should be immediately reported to the data entry secretary.

**REGISTRATION FOR COURSES**

Course selection guides will be made available in the second semester and the registration process for the next school year will take place accordingly. In addition, there will be an informational session in the spring for parents and students to explore course options. New students will make an appointment to meet with a guidance counselor to select classes.

**COURSE RECOMMENDATIONS**

To ensure the success of our students, the guidance counselor is responsible, along with the teacher’s recommendation, for the academic advisement and placement of students. If the parent chooses to place a student in a class other than what has been recommended, this request will be documented on an Advisement Notice and placed with that student’s course request. According to state statute, a student will be placed on progress monitoring or in remedial classes if the student does not demonstrate grade level mastery on FCAT assessments.

**SCHEDULE CHANGE POLICY**

A change may be granted under the following conditions:

* The course has already been taken;
* The student does not meet the prerequisite(s) for the course;
* The student is a senior in need of a specific course for graduation;
* As a result of a staffing recommendation;

Schedule change requests will be considered during the first week of school. The student’s counselor and an administrator will review the schedule change request. If needed, they will involve appropriate staff members. The guidance department will notify the appropriate people when a schedule is changed. However, according to the SPP a student can be moved within the first five (5) weeks of a semester class and receive full credit (.5) for the course. A student can be moved within the first eleven (11) weeks of a year-long class and receive full credit (1.0) for the course.

All ESE schedule changes will be implemented only after a TIEP Revision form and Data Entry Sheet has been completed and submitted along with the Schedule Change Request.

**TEACHER REQUEST FOR A STUDENT SCHEDULE CHANGE**

Teachers should not make any statements or recommendations to students about schedule changes. Discuss your concerns with the student’s guidance counselor or administrator.