



# HUENEME HIGH SCHOOL SCHEDULE CHANGE REQUEST

Please complete all information and return to the *Counseling Office*.

Date \_\_\_\_\_

NAME: \_\_\_\_\_ STUDENT # \_\_\_\_\_ GRADE \_\_\_\_\_ PHONE # \_\_\_\_\_

I need to make a change for the following reason:

- I am missing \_\_\_\_\_.
- I have too many courses. Please drop \_\_\_\_\_
- I already took \_\_\_\_\_ . Please change to \_\_\_\_\_
- I am enrolled in the wrong class \_\_\_\_\_  
(course name)

Class recommended by Teacher \_\_\_\_\_

Teacher signature (required to add class) \_\_\_\_\_

- I am supposed to be in a sport (Complete all of the following).  
Name of sport \_\_\_\_\_ Coach's Signature \_\_\_\_\_
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the change my student is requesting and give permission to a counselor to make the change if the change is possible.

Parent Signature \_\_\_\_\_

.....  
**REQUEST FOR SENIOR DISMISSAL**

*The Oxnard Union High School District desires and intends that all students will take a full schedule of six classes per day. In the case of seniors who have sufficient credits to graduate in June of 2011, permission may be granted for one dismissal period first semester and two dismissal periods second semester. Students who wish to request a dismissal period must have this form completed and present it to their counselor.*

**PARENTS**

➤ I give my son/daughter permission to drop \_\_\_\_\_. I understand that there will be a loss of five credits per dismissal.

**Circle Dismissal Period**    1    2    3    4    5    6

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



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## ADMINISTRATIVE PROCEDURES

### **STUDENT PROGRAM CHANGES**

#### Philosophy

It is the intent of the Oxnard Union High School District to provide an appropriate course of study for every student. With the involvement of parents and students, a program of courses is selected for each student each year. Due to unforeseen circumstances, adjustments may be needed. Program changes may also be needed for administrative reasons during the course of the semester. All changes are to be made judiciously and with consideration of teachers', parents', and students' input.

#### Rationale for Program Changes

Program changes are made: to address administrative concerns; to implement Board objectives, policies, and procedures; to adjust master schedules and balance class sizes; to correct program errors; and to address academic, attendance, and discipline problems. Student Success Teams (SST) and Individual Education Plan (IEP) teams may also recommend program changes to the principal or to the principal's designee.

#### Limitations on Student Program Changes

Program changes are allowed according to the following criteria:

- A. Student-initiated program changes can only be made during the first two weeks of the fall semester, providing that the change does not adversely affect the balance of class size and teacher counts. All changes regarding the spring semester must be made before spring semester starts. Parent permission is required for all course changes. The Principal's approval is needed for any student-initiated program change after the spring pre-registration for the fall semester, and after the fall pre-registration for the spring semester.
- B. Classes will not be changed for teacher or period requests except as noted in —EII below.
- C. Course track changes (same subject area with a change to a higher or lower ability grouping) may be made up to one (1) week following the issuance of first and third quarter grade reports, with parents' notification and approval.
- D. Only seniors with satisfactory credit status, in compliance with Board policy, will be allowed to drop a class for a dismissal with parent permission up to one (1) week following the issuance of quarter grades, and only during the first and third quarter of each semester. Seniors must have five (5) courses the fall semester and four (4) courses the spring semester.
- E. For SST, 504 or IEP recommendations or whenever special circumstances are present, the principal or principal's designee can approve program changes outside of the stated limitations when warranted.

Approved by Superintendent's Cabinet June 5, 2000 Revised and Approved January 2004,  
March 2004