

CLASS CHANGE OF SECONDARY STUDENTS WITHIN BUILDING

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1989 - Secondary Director Donicht Revised January, 2004 - Secondary Director Taylor	Registration Change Transfer

CLASS CHANGE PROCEDURE

1. Transfer requests must be submitted in writing specifically stating the reason(s) for the transfer. All parties involved will be made aware of the request.
2. Student and teacher conflicts must involve a prior conference being held with the teacher and a counselor/administrator to determine the difficulty and possible solution.
3. Conflict not resolved at the teacher level may be submitted to the Building Review Board for further consideration of solution.

TIME LINE FOR REQUESTING CLASS CHANGES

1. There shall be no elective changes after the fifth full day of classes.
2. Academic changes after the fifth day of classes will require written teacher explanation with parent approval and should be completed by the end of the first grading period.
3. Other class changes requested after the fifth full day of school must be submitted in writing by the person requesting the change on the appropriate District form for disposition.

CLASS CHANGE MAY BE ALLOWED FOR:

1. Inappropriate academic placement verified by subject matter teacher.
2. Conflict with schedule.
3. Verified prior negative in-class learning experience between the student and the teacher.
4. Present conflict between student and teacher which apparently cannot be resolved and will require Building Review Board review.
5. Other class and teacher changes may be allowed subject to Building Review Board following written parental request.

CLASS CHANGE WILL NOT BE ALLOWED FOR THE FOLLOWING REASONS:

1. A family member has had prior negative in-class experience with a specific teacher.
2. Rumors or hearsay regarding any teacher.
3. Unverified teacher, counselor, or administrator request.

(Refer to Individual School's Class/Teacher Change Request Form S47)