

2022-2023 Course Change Procedures

The Levittown School District is proud to offer a comprehensive educational program to meet the needs and interests of all students. Each year in December, January and February students and parents collaborate with our school counselors to choose appropriate and interesting courses for the upcoming school year. The course selections are then used to arrange for appropriate staffing, purchase textbooks & other class resources, and assign classroom space. While our schedule is primarily student driven, there is always the possibility that a class will close early due to heavy enrollment or that a class will not be scheduled due to an insufficient number of students electing that subject.

Based upon these factors, changes requested after the scheduling process has been completed are discouraged. We have found that once students give their scheduled classes a chance to begin, most are satisfied with their initial choices.

There are some instances where class changes are unavoidable. All requests for class changes are subject to the guidelines below:

- It is in the student's best interest to have the appropriate schedule in place at the time school opens. Every effort is made to provide students with a schedule commensurate with state and district guidelines and personal post graduate plans prior to the opening of school in September. Once schedules are released on the Parent Portal, changes will not be considered until after four weeks of school (with the exception of scheduling errors).
- Students are required to work to their fullest potential prior to making a request for any schedule change. Students must demonstrate that they have attempted to fulfill all course expectations, e.g., completion of all assignments, seeking extra help, and have met all other conditions established by the teacher. Students must continue to attend and participate in the class until a decision is rendered and they receive notification from their counselor or administrator.
- Students enrolling in a course after the start of the semester are responsible for all course expectations. This includes coursework covered prior to the student's enrollment. The student is responsible for developing a work completion schedule with the teacher.
- **Level Changes** – These requests are for a student to be moved from the same course name, at a different level. For instance, a student is enrolled in AP US History and Government but is struggling and is requesting a course change to Regents U.S. History and Government. These are changes within the same subject area. Class changes between departments are not considered level changes. Level changes will only be considered if the student has met the requirements outlined above.

- **General course changes** (not level changes) – Requests for course changes (both core courses and elective courses) will be considered along the same timeline as mentioned above. Changes will only be considered if there is satisfactory space* in the new class and there is a compelling reason for the change. Not all requests will be approved. The student is responsible for developing a work completion schedule with the teacher.
- A change of teacher within the same course is not permitted.**
- Change requests for lunch periods are only approved with a doctor's note.
- Any change in schedule may impact student overall schedule, athletic eligibility and/or college admissions

Process for schedule changes:

- Student picks up Change of Placement form from his/her Guidance Counselor.
- Parent contacts teacher and/or Guidance Counselor to discuss reasons for change.
- Teacher meets with student.
- Student returns form signed by parent to Guidance Counselor.
- Form is routed to teacher and Assistant Principal for approval.

*- In order for all students to be successful in an academic setting, class size and balancing is important to consider. This will include consideration of class size maximums, as well as ensuring appropriately balanced classes (ex: not having one class of 5 students and another of 29 for the same course)

** - Unless the student had the assigned teacher previously.