

Broad Run High School
21670 Ashburn Road
Ashburn, VA 20147
571-252-2300
2024-2025 School Year

To: Students, Parents, and Faculty

From: Administration

RE: SCHEDULE CHANGE PROCESS

If you or your child are requesting a course change, please review these guidelines carefully. Change requests can be categorized in one of three ways:

High priority: Counselors will **immediately** make schedule changes where a mistaken placement has been made (i.e., student enrolled in a course he/she has already passed; student enrolled in Spanish III, but has never taken Spanish II, etc.) and as new students enroll.

Priority: Concerns are raised by the teacher or parent regarding the appropriateness of a student's placement in a particular course or level (i.e. Honors English; Honors Physics; Algebra 2/trig; etc.).

- ❖ Changes of this nature will **NOT** be made until the 3rd week of school.
- ❖ A parent or teacher will speak directly with the student's counselor.
- ❖ The counselor will arrange for a **parent conference**, including the student, parent, and counselor, to discuss the proposed change. Discussion will include:
 - ❖ Have all assignments been turned in?
 - ❖ Has the student been present and on time?
 - ❖ Has the student sought additional help from teacher/tutor?
 - ❖ Were any strategies implemented to help the student be more successful?
- ❖ If consensus is reached during the conference regarding a schedule change, the counselor will make the change and inform the receiving teacher(s).
- ❖ Depending upon the nature of the change, the receiving instructor will secure grades from the original instructor OR provide make-up assignments.
- ❖ Please note change may cause other classes to change.

No priority: Counselors will continue to deny requests to change elective courses. Counselors will not make teacher request changes, unless the student has already taken the same class with the same teacher. Please speak directly with a member of the school counseling department or administration if you have questions regarding these procedures.