

Schedule Change Requests and Questions

If you would like to request a schedule change, please read all of the information below. Counselors will not be available for face to face meetings about schedules and all requests should be submitted using your student email address. Using the links to the right, only submit the request to your alpha split counselor once as it may take a few days for the counselors to get back to you. If you have to submit your CCP college schedule, please email Ms. Fairchild at cfairchild@wls4kids.org.

If you have a question about your schedule, please click on the General Schedule Questions link at the top on the right. You will receive a reply from the appropriate office staff member.

In regard to schedule requests, please note:

Counselors will review all requests for schedule adjustment (made through clicking a link to the right for your assigned counselor) and will notify you if the change was able to be made or not. A counselor may contact you if they need to discuss your request. There is no guarantee a schedule change will be made. Also, the counselors have made every attempt to complete your schedule with the classes you have requested, however there are situations which the counselor may need to schedule you in a class that you did not request based on availability.

You may **NOT** request a schedule change for the following reasons:

- You have changed your mind about a class currently in your schedule.
- To request a certain teacher or remove a teacher currently in your schedule.
- To have a specific class during a specific period.
- To have a class/lunch with a friend.
- To have a specific lunch.

Reasons you can make a change:

- You do not have the prerequisites for the class listed.
- You failed a course and you need to retake the course.
- There is an obvious error (two classes scheduled at the same time)
- A required class you need to graduate is not in your schedule.
- A course that you have already taken and earned a passing grade.
- Missing a class and you have a hole in your schedule for 1st semester.
- You would like a more challenging class—your interests and future education plans have changed.

General Schedule Questions

or by Counselor:

[Mrs. McNamara](#)

(Last names A-D)

[Mrs. Boes](#)

(Last names E-K)

[Mr. Evaritt](#)

(Last names L-R)

[Mr. Puffenberger](#)

(Last names S-Z)

[Ms. Fairchild](#)

(Transition)