



# ANNA HIGH SCHOOL SCHEDULE CHANGE PROCESS

## Step 1:

If struggling, the student should set up a tutoring arrangement with teacher - ongoing, if necessary  
Student seeks out retesting opportunities. Student ensures all course work is attempted (no zeros).

Collaboration and direct communication between student and teacher is paramount and ongoing. This cycle should be repeated as necessary to ensure student success.

Teacher Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

## Step 2:

Parent/teacher communication is an important and required next step toward ensuring student success. Open lines of communication enable an effective partnership to help the student.

Parent and teacher communicate within a face to face conference.

Date of Conference: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_

## Step 3:

If after continued joint efforts on the part of the student, teacher, and parents, the student is still underperforming in the course – the parent or the teacher may contact the student’s counselor to share the concerns. A Schedule Change Request form should be completed in order for a change to be considered.

The counselor will gather and review all pertinent information: student average, student test/retest scores, work completion information, teacher feedback, parent feedback, student feedback, etc. Schedule change determinations are then made in consultation with administration and are dependent upon option/staff availability and mandatory course credit timelines.