

## **Guidelines for Course Changes**

Counselors are able to make schedule changes for the following reasons only:

1. An error or omission
2. Course credits required for graduation (i.e. June failures and summer academic outcomes including results of RIT or U of R courses)
3. Requirements for post-graduation placement
4. Request to change levels from a higher to a lower level class
5. Changes required by a formal instructional planning committee (i.e. CSE, 504, IST)
6. Add a course in place of study hall - if room is available and the class is offered at the same time as the study hall
7. Change required to accommodate classes taken at RIT, U of R, or MCC
8. Changes required to accommodate school approved work experiences, (i.e. co-op or internship)

Students may pick up a *Schedule Change Request Form* from the Counseling Center to begin the process. Students are required to continue following their current schedule until notified by their Counselor, as changes are not guaranteed.

Please contact your child's School Counselor with any questions or concerns.

<b><u>10<sup>th</sup> Grade</u></b>	<b>AP - Mr. Todd Russo</b>	<b>B-132</b>	<b>Ext. 5210</b>
<b>A - K</b>	<b>Mr. Mangini</b>	Ext. 5229	<a href="mailto:jmangini@rhnet.org">jmangini@rhnet.org</a>
<b>L - Z</b>	<b>Mrs. Allen</b>	Ext. 5226	<a href="mailto:jallen@rhnet.org">jallen@rhnet.org</a>

<b><u>11<sup>th</sup> Grade</u></b>	<b>AP - Mrs. Marissa Logue</b>	<b>A-117</b>	<b>Ext. 5211</b>
<b>A - L</b>	<b>Mrs. Tabone</b>	Ext. 7801	<a href="mailto:etabone@rhnet.org">etabone@rhnet.org</a>
<b>M - Z</b>	<b>Mrs. Kinsman</b>	Ext. 5230	<a href="mailto:jkinsman@rhnet.org">jkinsman@rhnet.org</a>

<b><u>12<sup>th</sup> Grade</u></b>	<b>AP - Mrs. Stathopoulos</b>	<b>B-224</b>	<b>Ext. 5212</b>
<b>A - K</b>	<b>Mrs. Chapman</b>	Ext. 5231	<a href="mailto:echapman@rhnet.org">echapman@rhnet.org</a>
<b>L - Z</b>	<b>Mrs. Martzloff</b>	Ext. 5225	<a href="mailto:kmartzloff@rhnet.org">kmartzloff@rhnet.org</a>