

## Procedures to Request a

# SCHEDULE CORRECTION (Lanier High School)

## Fall, 2021

Any LHS student or parent wishing to alter a 21-22 student schedule MUST follow the procedures outlined below:

Send an email message to [528.ScheduleChanges@gcpsk12.org](mailto:528.ScheduleChanges@gcpsk12.org) detailing the change request. Be sure to include all pertinent information, including student name and number, the correction requested, and the reason for the request. Please submit all correction request emails as soon as possible, but no later than Wednesday, August 11, at 2:00 pm.

Important points about schedule adjustments:

- ❖ Student registration for the 2021-22 school year took place during spring semester, 2021. The master schedule was built, and hiring decisions were made, based on spring registration numbers.
- ❖ Limited changes will be made to student schedules in the fall. Correction requests will be considered based on reason and the availability of a seat in the requested course.
- ❖ If a change request is submitted, the student must continue to follow the original schedule while waiting for notification.
- ❖ Do not submit multiple emails, or withdraw a request once it is submitted. Once a schedule correction is made, the change is final.
- ❖ Due to fluctuating enrollment numbers, all student schedules are subject to change through the month of September.
- ❖ The Curriculum Office is not available by phone during peak registration times. If you need to speak to a school official about a scheduling issue, please reach out to your grade-level administrator. Reminder: schedule correction requests must be submitted via email to the above-listed address to be considered.
- ❖ Schedule changes will not be made to accommodate teacher preference.
- ❖ Any parent or student with a technology or language issue should reach out to the grade-level administrator for assistance (Mr. Wallace – 12<sup>th</sup>; Ms. Seay – 11<sup>th</sup>; Mr. Grant – 10<sup>th</sup>; Ms. Burrell – 9<sup>th</sup>).
- ❖ All emails received at [528.ScheduleChanges@gcpsk.12.org](mailto:528.ScheduleChanges@gcpsk.12.org) will receive a response. Due to large volume, responses may be delayed by 2-3 working days.

