

CVHS Schedule Change Procedure

Dear Parents and Students,

Due to class sizes, Castle View is implementing a new schedule change process for the 2011-2012 year. Students are able to make schedule changes for the year from August 3rd through August 12th. Counselors will not be available to change schedules after that point, unless students complete the Drop/Add Class Form available online at castleviewhs.com.

Schedule changes will take place...

- August 3rd will be Seniors A-L.
- August 4th will be Seniors M-Z.
- August 5th will be Juniors.
- August 8th will be Freshmen and Sophomores with empties in their schedules.

Students making a change should arrive with your printed schedule in hand to expedite the process. A schedule correction will be granted by the counselors if...

- The student did not pass the course prerequisite.
- The student is physically unable (by doctor's note) to participate in the class.
- The student is placed in the wrong level of the course.
- The student has an empty block in their schedule.

***Please remember that Castle View does not honor schedule change requests based on teacher preference.**

We ask that parents and students understand that scheduling is a complex issue and it is difficult to accommodate numerous requests. Thank you in advance for supporting the Castle View course change policy.

Thank You,

Kevin Gardner, Assistant Principal

Aaron Kellar, Lead Counselor