



Class Change Procedure

Orem High students: You have had ample opportunity to not only make your schedule but to make changes as well. Most classes are filled to capacity (see Class Course sheet with crossed off offerings on our website- Oremhighschool.com). Therefore we anticipate minimal need or availability for class changes. If you do need to make a change we regret we cannot meet with you individually at this time due to the time constraints of the Skyward System. (There will be a blackout period from July 5th thru July 26th). You may submit an electronic version of the class change form to your counselor's email listed below. An electronic version of the class change form can be found on the OHS website. (Attached to this document is also a hard copy of the class change form if you choose not to send it by e-mail). **You will not have ONLINE schedule change opportunities this summer** as have been offered in the past. We highly encourage you to finalize your schedule prior to the black out dates. New student registration will take all the days the counselors are scheduled to work in August and as you know, no class changes are made after any semester begins unless the student and parent meet with the principal and can justify why the change was not done when allowed. **THIS IS YOUR CLASS CHANGE OPPORTUNITY PRIOR TO THE 2010-2011 SCHOOL YEAR BEGINNING ON AUGUST 25, 2010.**

Steps to making a change

1. Login to Skyward from the OHS website and view your 2010-2011 schedule
2. You can access the newest 2010-2011 Master Schedule and the Course Description Guide from the OHS website at <http://www.oremhighschool.com/pages/students/documents/1011classsched.pdf>
3. Review the Course Offerings List on the school website carefully to see if there is class availability for the change you are requesting. Classes that are NOT available are **red** and crossed off. New courses or sections are in **bold, italicized, underlined, and starred***.
3. If you are missing a class in your schedule next year or you need to make a change please make an electronic request to your counselor. To do this, you will save the class change form as a document to your computer, fill in your requests and then send it electronically back to your counselor via e-mail. You may drop off a hard copy in the main office if you prefer. Counselors will attempt to respond back to you within a week but remember that there will be a blackout during the month of July and no one will be able to access Skyward.

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Name:			Student #:	Date:
E-Mail Address:				
Semester	Day	Period	Remove this Class	Requested Class
Reason for change:				

If you want to request a class change and do not mind altering your scheduled periods to accommodate the change please indicate below.

Drop _____ Add _____

Drop _____ Add _____

REMEMBER: This is only a class change request. Your counselor will do his or her best to honor your request, but some changes will not be able to be made due to class availability, graduation requirements etc. Please check Skyward about one week after submitting your request to see if your schedule has been changed. Any schedule changes made from this point on are subject to the \$5 class change fee.