* Usually around Thanksgiving, I open up any schedule change requests at that time.  Students have to complete the form and have a parent signature on it for the change.  And I don’t allow them to even complete the form until I have looked to see if it would work with their schedule.  I took them for a couple weeks and the final week before break, I told them it was too late.
* We do not allow any changes for teacher requests, and they can only change for electives.
* At Pike Central, we only dropped 2nd semester classes per teacher request/approval.  Also, another school charges $10 per schedule change.  I couldn't get our administrators to go for that one :)  Ultimately, what will your Board/ Office support?  The requests we got quit coming when our administration made clear we weren't accepting requests and stood by us...
* We have a similar process to making a change that you do (using a schedule change form that has to be signed by a teacher - we also make a department chair and parent sign off), but our schedule change window is early.  .
* We print out a copy of their semester 2 schedule and give it to them in early December - this year it was December 5th.  They then had 5 school days to meet with counselors and request any changes - so their last day to meet with their counselor about making a change was December 12th.  We went to break on December 21st, and students return on January 7th.

That helps ease some of the burden of schedule-changing season.  The beginning of the semester can be pretty hectic already - new enrollments, checking to see which of your students failed what classes, etc.  It's hectic for teachers, too.  So forcing that window into early/mid-December has been helpful for us.  Do some kids still try to make changes after the window closes?  Yes.  Do we let them?  It depends on the reason.  But it makes for a situation where you have 1 or 2 kids coming to you in January for a schedule change, because 95%+ of students get everything handled in December.

Every school is different, but that it what works for us.

* I wish I had an answer to the issue with semester classes.  We have the same problem - we just don't have that many one semester electives that kids can take.  Usually they find something, but it's a struggle sometimes.
* Several years ago, I was drowning in schedule changes for Semester 2 when I moved up to the high school level.  Now, ALL of my Schedule Change Request forms are available on the Monday after Thanksgiving Break.  The students have **2 weeks and 1 day (They were due back to me on Tuesday, 12/11, this year.......because, you know, students would never make a Monday deadline date!  😬)**to get their teachers and parents signatures on the form and returned to the Counseling Office.  This allows me to have some time to work on the schedule changes before our Winter Break.  I make no exceptions to the deadline since the students have over two weeks to get the forms in to me.  Since starting back to school yesterday, I have had less than 10 schedule changes for Semester 2!  Those changes were either due to mistakes or for students who failed a Semester 1 class.
* We simply tell them no.
* We don’t allow schedule changes. We make it very clear that students need to carefully pick all classes for the next year when we do course selections each winter for the next year.  We have students and parents sign the selection sheets and we pull those out and tell them it cannot be changed if it was a class they selected.  Their selections drive the master schedule so we dont allow changes in August or January...there are always exceptions to the rule but since we started this, there are very few.  This way we all (counselors and admin) spread the same message and we don’t have many problems.
* We are too! When you find that better way, let us know! Right now our principal must approve any schedule change.

It causes so much paperwork and frustration for us, our treasurer, teachers, really everyone! Our corporation realizes this and we have told kids from the time we started course requests last year that no changes would be allowed unless they need a required class or fail a class. We are sticking to it as much as possible, but still have too many! Must be the nature of the beast.

Good luck to you this semester - we are all in it together!

* The schedule change requests were so ridiculous here at MHS that about five years ago our counselors put together a Schedule Change Policy that was approved by our Board of Trustees.  We still have schedule change requests but nothing like we used to.  We don't allow students to change electives at all unless they are wanting to drop a Study Block or Lifetime Sports and add something else.  We will occasionally bend this rule on a case by case basis but are very selective about doing so.  I've attached a copy of our Schedule Change Policy to this email for your perusal;)
* We don't bother with a form. We have a good idea of which electives students can drop into second semester and which ones they can't. If we have a question about a class, we just email or call the teacher. Students have two weeks at the beginning of each semester to sign up for a schedule change. I think Boonville may be a bit larger than Southridge, though, so you may need a more structured system than what we have.
* My empathy.  Below are the rules I post at the start of the year and at the start of second semester.  It doesn't prevent all requests, but it helps keep them to a minimum, and, better yet, it helps the counseling team when we can point to the big sign and say, "Sorry, but your request doesn't fit any of these criteria."  Good luck!

Please keep in mind that schedule changes for spring semester may only be made for the following reasons:  
- Your counselor made a mistake;  
- Your fall semester grade in a year-long course wasn't high enough to continue into second semester;  
- You took a class online, and it's still in your schedule;  
- You want to drop a class for a study hall (if you don't already have a study hall);  
- You want to drop study hall for a credited class (determined by space in that course);  
- You want to drop something and add a class within the same period (determined by space in that course).

SCHEDULE CHANGES MUST BE REQUESTED BY 3:20 ON WEDNESDAY, JAN 10. After that, you may only drop a class for a study hall if you don't already have a study hall

* We had the same issue and fixed it by allowing very limited schedule changes.  Below is our schedule change request form and our policy in the handbook.  I recommend the switch, it is a lot less stressful.  We removed bullet 6, teacher recommendation as students tried to manipulate with that option.  I had 15ish forms turned in this semester and 1 met the criteria.

<https://docs.google.com/document/d/1wl3uWZ9FXnx1vV_MDj-CI2hTIAEc3pKSXXd0O9NcNes/edit?usp=sharing>

