

Schedule Change Procedures

- **ALL** schedule questions must be emailed to:
leesvillerdhs-student-services@wcpss.net

The administrative team developed the following guidelines and decided that only certain changes could be considered. They are:

- Seniors who need a class to graduate.
- Students who were retained at the end of the previous school year and need a particular class in order to be promoted mid-year.
- Students who are in a class they have already passed.
- Students who failed a course and are repeating a course with the same teacher.
- **Returning LRHS Students** who received a class that is not listed on one of the following documents:
 - The student's original course list (completed during the spring registration process).
 - The student's Course Verification Letter (sent home by the student in May).
 - The Course Verification Letter (returned with any corrections by the end of the school year).
- **New freshmen from a Wake County Middle School** who received a class they did not request during 8th grade registration.
- **New students to Wake County** who received a class they did not request at the time of their enrollment.

- Students must allow at least two school days for a response.
- If after reviewing each schedule question it is determined that the issue requires an in person conference the student will be contacted by a counselor.
- If you are requesting to be removed from an honors or AP level course, to a lower level of the same course, Student Services will look into these requests after students have attended the class for at least the first three days of class. Students will have between the fourth day of class until the tenth day of class to petition for a change. During this seven day window of time, if students still wish to change the level of the class, they may submit a request to the email address listed above and the change will be considered after Student Services has completed a review of the request.
- Students should follow their current assigned schedule until they are notified that their schedule has been changed.