



Nazareth Area High School
2009-2010

Final Opportunity for Schedule Changes

After reviewing your student schedule for the 2009-2010 school year, if you would like to request any last minute schedule changes, please be advised of the following:

Changes that WILL be considered:

- Clerical errors on a schedule
- Required courses such as English, Physical Education, etc., missing from a schedule
- Requests for additional courses as a result of advice from colleges that may have been visited during the summer or for which application is being made
- Changes due to participation in the dual enrollment program at Northampton Community College
- Requests to change to a lower academic level such as moving from Honors to College Prep, from College Prep to On-Level, etc.
- When possible, any course that a student failed will be rescheduled

Changes that WILL NOT be considered:

- Requests to drop or change an elective course that was previously requested
- Requests to have study halls during specific periods or semesters
- Requests to have specific courses during specific periods or semesters
- Requests to have or not to have specific teachers

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- All schedule change requests **MUST** be completed in person
 - Students will only receive **one** copy of their schedule attached with this flyer. Additional copies will cost **.25¢** and can be picked up in the guidance office
 - NO schedule change requests will be completed via telephone
 - Please complete the “Change of Course Request” form on the reverse of this flyer and have it signed by a parent or guardian
 - Students (and parents if they would like) must see their counselor in the Counseling Office during the following times to complete this process:

Tuesday, August 18, 2009	8:00 a.m. – 12:00 p.m. (Seniors only) 1:00 p.m. – 3:30 p.m. (Seniors only)
Wednesday, August 19, 2009	8:00 a.m. – 12:00 p.m. (Juniors only) 1:00 p.m. – 3:30 p.m. (Juniors only)
Thursday, August 20, 2009	8:00 a.m. – 12:00 p.m. (Sophomores only) 1:00 p.m. – 3:30 p.m. (Freshmen only)

- Please note that these are the only times available to request any final schedule changes. NO SCHEDULE CHANGES will be processed once the school year begins.

Please call the Nazareth Area High School Counseling Office at (610) 759-1730 ext. 2311 and speak to your individual counselor if you have questions or need additional assistance.