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All students must carry a minimum of seven subjects except by special permission of Mr. Hegenauer and Mrs. Smith. Students enrolled in the work experience program must attend at least four classes in school. All requests for changes for the second semester must be completed, including all required signatures, and turned in to Mrs. Smith **before school ends December 18**. The student's parent or guardian must then contact Mrs. Smith or Mr. Hegenauer before the beginning of the second semester. Only those students who meet one of the following requirements will be allowed to drop a class.

1. Those who have a class for which they have already passed the coming semester.
2. Those that need to make up a semester of a required course because they failed a semester of a required course. These students should see Mrs. Smith immediately. This is the student's responsibility.
3. Those who are judged incapable, by the teacher's recommendation, not their own, of being able to continue.
4. Extreme cases judged by Mrs. Smith and Mr. Hegenauer to require change.

Any student who feels they meet the above requirements and need to change their schedule must talk to Mrs. Smith to receive a drop/add form.

If a student does not meet the above requirements and still desires to change a class, he/she must meet with Mrs. Smith to determine which classes may be available. A drop/add request form will be given to the student to be signed by the teacher(s) of the class(es) to be added and dropped and the student's parent/guardian. The student's parent/guardian must contact Mrs. Smith and/or Mr. Hegenauer to discuss the desired change. Request forms can also be found on Mrs. Smith's website.

The absolute deadline is December 18. No reasons for late requests will be accepted— including illness and vacation.