Schedule Change Policy

**Purpose:** AAI recognizes the crucial role that courses play in student learning, engagement, graduation, and life pursuits. Students are registered for courses every spring by the counseling staff. The registration process helps AAI plan the number of sections we need for courses, availability of resources and staff, and consideration for student distribution. All schedules are reviewed by the counseling office for accuracy and relevancy.

**Policy**

**Students: Before Classes Start**
In order to change a class before the semester has started students must submit a request to the counseling department. This may be done by speaking to Angela Steuart (School Counselor) or Cecile Robertson (Schedule Coordinator), reaching out to them both through Microsoft Teams, or emailing them at: angela.steuart@aaiutah.org, cecile.robertson@aaiutah.org

Changes will be made based on availability and in order of requests received.

**Students: Once Classes Have Started**
In order to change a class after a class has started students must submit a request to the counseling department by filling out a counselor form (these are available at the front desk). The counselor or counseling secretary will call you down in order of requests received to review the request and discuss options.

Changes will be made based on availability, need assessment, and in order of receipt.

**Students: One Week After Classes Have Started**
No changes will be made to schedules without administrative approval. In order to request a review, students must submit a request to the Counselor by filling out a meeting request or speaking, emailing Angela Steuart directly. A rationale will be requested and investigated on a case-by-case basis. Affected teachers will be consulted during the investigation phase, before any changes are made.

**Faculty: Change Notification**
Students have one week after classes to request schedule changes. When students switch out of classes, an automated email will be sent to your Infinite Campus.
When students switch out of classes, Infinite Campus does not retain the course information from the class they are exiting. Infinite Campus also pulls them from the class almost immediately.

After classes have been in session one week and the counseling office will delay the student’s exit day from the class by 48 hours. Teachers should document the student’s work and progress to either pass on to the next teacher, transfer to the new section they are in, or provide to the Counseling Dept if needed.

Example Notification Email:

To: Kristie King <kristie.king@saiautah.org>
Subject: Schedule Change

Please transfer all records by Wednesday to the new teacher (Ashley A2 to Wendy A1) (Ron A1 to A2).

A change has been made for the following:
Course: 21.2  Language Arts 8
Section: 1
Student [redacted]

Please review the roster for details of the scheduling change.