

# Littleton High School Schedule Adjustment Process Fall 2018



**Overview:** It is our goal to encourage student choice during the schedule adjustment process, while sustaining a successful master schedule, where class sizes are balanced and within the limits set by the school. We want to give students as much say in the process as we can, but there are times when we are limited in what we can do because classes are full. We are also limited by how much time we have available to make schedule changes for students.

**Process:** Each student will have a one-time opportunity just before school starts in August to adjust their schedule for the entire year. Please see your counselors on the designated dates to make this happen. Please plan your work and sports schedules according to the schedule listed below.

Students can only come on the day designated for their grade level. If they cannot attend on their designated day, they can come after schedule adjustments are over, depending on the counselor's availability, prior to the start of school. We will not make individual appointments for schedule adjustments. If you cannot attend on your designated day, please contact the Counseling Office at 303-347-7710 to check the counselor's availability.

**SENIORS: Monday, August 6<sup>th</sup> from 8:00 am – 12:30 pm**  
**JUNIORS: Tuesday, August 7<sup>th</sup> from 8:00 am – 12:30 pm**  
**SOPHOMORES: Wednesday, August 8<sup>th</sup> from 8:00 am – 12:30 pm**  
**FRESHMEN: Thursday, August 9<sup>th</sup> from 8:00 am – 12:30 pm**  
**EARLY HS: Friday, August 10<sup>th</sup> from 8:00 -12:30 pm**

## Counselor Alphabetical Division:

Mrs. Angie Zerr: A-G

Mr. Mike Puchino: H-O

Mrs. Melia Gobble: P-Z

Requests for schedule adjustments will be evaluated according to priority. If we can, we will accommodate your request. The following is a list of reasons for adjusting your schedule and the priority for a counselor to adjust it for you:

**Priority 1 beginning at 8:00 am:** You need this adjustment to meet graduation requirements. This is our highest priority and we will do everything in our power to make this adjustment for you.

**Priority 2 beginning at 10:00 am:** You would like your schedule adjusted because of extenuating circumstances that make your schedule very, very difficult for you. In this case, your schedule may be adjusted according to availability. If classes are completely full, you may not get what you have requested.

**Priority 3 beginning at 11:00 – 12:30 pm:** Your request is based on preference, not on need. There is no connection to graduation requirements at all. If class sizes allow it, we will try to make your change for you because we want to do what we can to help you get the schedule you prefer, but we will not overfill classes to make this happen.

**Please remember that students have one opportunity to change schedules.**