

## Class Change Form

If you are thinking of changing an individual student's class - please ensure the following steps have been completed:

As a reminder, schedule changes will happen at quarter and semester following the completion of the below items

- Exception for special education needs
  
- Step 1 - Teacher will:** Contact parents via phone as soon as you have a concern with student's placement (failed test, don't seem to be grasping, etc OR strong test scores, doesn't seem to be challenged)
  - Teacher will:** Collect necessary data points (MAP scores, grades, etc)
  - Teacher will:** Document said contact in Synergy "Contact Log"
- Step 1 B - Counselor will:** Talk with Amy Ruisinger to see if move to diff is supported with all data points (if a diff move)
  - Amy will talk with parents and have data points ready
  - Then proceed to **Step 4**

*If the teacher feels a schedule change is necessary after trying academic interventions for two weeks:*

- Step 2 - Teacher will:** Contact parents via phone to share reasons a schedule change is being explored and to get parent feedback about a potential schedule change
  - Teacher will:** Document said contact in Synergy "Contact Log"
  
- Step 3 - Teacher will:** Notify counselor of potential need for a schedule change and the reasons behind it
  
- Step 4 - Counselor will:** Determine what impact change would have on overall schedule - share with all affected teachers at team meeting, decision made together to recommend schedule change or not
  
- Step 5 - Counselor will:** Contact parents to share the team's decision about a schedule change and share how it will impact the child's schedule (or if it was decided not to make a schedule change), get final parent approval of schedule change
  - Counselor will:** Document said contact in Synergy "Contact Log"
  
- Step 6 - Counselor will:** Share with affected teachers parent decision regarding change
  
- Step 7 - Counselor or teacher will:** Meet with the student to share new schedule