

# 2021-22 COUNSELING INFORMATION AND SCHEDULE REPAIR PROCEDURES

- Schedules are created based on the classes that were requested by students in the spring. **Schedules will NOT be adjusted because students are no longer interested in taking a course they registered for or because they do not like the period the class was assigned.**
- **Schedule changes in the fall will be made only for *necessary repairs***, which include the following:
  - *Student needs additional courses to be on track for graduation (e.g. student failed a class during fourth quarter last spring).*
  - *Student is missing required core classes (e.g. math, English, science, and social studies).*
  - *Student needs to be placed in the correct level of a course (e.g. student requested Honors but was placed in regular).*
- **Any schedules that appear on Infinite Campus over the summer are drafts only. Schedules are not finalized until the student check-in event (August 4 and 5).**
- Schedule repairs will take place in the Media Center and must be completed within the first five school days during the following days/times.
  - Tuesday, August 17 – 3:30 PM - 4:30 PM
  - Wednesday, August 18 – 6:30 AM - 7:15 AM and 3:30 PM - 4:30 PM
  - Thursday, August 19 – 6:30 AM – 7:15 AM
- Students who need repairs to their schedules must complete a Schedule Repair Request Form available in the Counseling Office and bring it with them to the Media Center during the aforementioned days/times. Students will **NOT** be allowed to repair their schedules without completing this form with a required parent/guardian signature. Seniors who have questions or concerns about their credits and/or schedule should make an appointment to meet with their assigned counselor through Mrs. Knower, Counseling Secretary at 303-326-1857.

**Changes will not be made via telephone or e-mail.**

## Counselor – Alpha-Breakdown

Alphabet	Counselor	Alphabet	Counselor
A – B	Adam Abraham	Md – Pl	Joe Eck
C – Fl	Teresa Simoneau	Po – St	Diana Chiu
Fo - H	Andrew Springsteen	Su - Z	Arlene Lanier
I – Mc	Katie Larson		

