

**Dear Parents and Students:**

**Please read this packet thoroughly and follow the instructions regarding schedule changes. There are NO ELECTIVE CHANGES.**

## **STUDENT SCHEDULES AND CHANGES--Email Only**

**We know that you are anxious to get schedule changes if needed. However, we are waiting until the week of 7/27 to start processing on-campus schedule changes, as we are addressing students who need the flex or online models first. This will potentially free up room in classes we may be using while making schedule changes for our on-campus students. Additionally, due to the volume of requests, please allow three to four business days for an email response. Thank you for your patience during this time.**

Alternative classes may be listed due to the following reasons:

- Student did not meet the course prerequisite
- Course availability restrictions (course filled up or course cut)
- Conflict(s) in the student's schedule

If you are requesting a **schedule change**, answer these questions:

- Is my schedule missing a period during the day?
- Did I attend summer school or take an online course and the course I took is listed on my schedule?
- Do I want to drop a class(es) and have release time?

**Please note: There will be no elective class changes at all.**

If you answered **YES** to any of these questions above and need to request a change, follow the steps below:

1. See the Email Schedule below for your designated day (based on your grade level). *Please only email on your child's appropriate grade level date.*

### **EMAIL SCHEDULE**

<b><u>Day</u></b>	<b><u>Grade</u></b>
Monday, July 27th	11th and 12th grades
Tuesday, July 28th	11th and 12th grades
Wednesday, July 29th	9th and 10th grades
Thursday, July 30th	9th and 10th grades

[Tracy.pagano@gilbertschools.net](mailto:Tracy.pagano@gilbertschools.net) - For students whose last name begins **A-CI**  
[Chris.wattawa@gilbertschools.net](mailto:Chris.wattawa@gilbertschools.net) - For students whose last name begins **Co-GI**  
[Jamie.valocchi@gilbertschools.net](mailto:Jamie.valocchi@gilbertschools.net) For students whose last name begins **Go-Lai**  
[Leila.day@gilbertschools.net](mailto:Leila.day@gilbertschools.net) - For students whose last name begins **Laj-No**  
[Luke.longacre@gilbertschools.net](mailto:Luke.longacre@gilbertschools.net) - For students whose last name begins **Nu-Sh**  
[Sarah.vancleave@gilbertschools.net](mailto:Sarah.vancleave@gilbertschools.net) - For students whose last name begins **Si-Z**

1. Review the questions (reasons) for making a change. Please remember, counselors are **not able to make teacher changes, lunch changes or elective changes.**
2. Email your/your student's counselor
3. Please include the following information
  - Student's name
  - Student ID #
  - Short summary of your requested changes
  - Phone number where you can be reached between 7am and 3pm
4. Please **DO NOT** email more than once.
5. Please leave a contact number where you or your student can easily be reached.
6. We will **not** have walk-in schedule change opportunities. Schedule changes will only be processed via email.

Your request will be processed in the order in which it was received. Due to a high volume of schedule change requests and new enrollments, please allow 3-4 business days for a response.