

Seneca Middle School Schedule Concern Guidelines:

After reading the information below, if your request meets the requirements listed, you may complete Schedule Concern Form and submit by ***Friday, September 5, 2025***.

Concerns will be considered, but in most cases schedule changes will only be made if there is an error on the student schedule.

How are schedules developed in the first place?

In the spring, student schedules are built with the four core classes; Math, ELA, Science, and Social Studies, along with electives. Students may also enroll in band or choir. Tests such as NWEA or WIDA may also affect a student's individual schedule.

Why is it so difficult to change my schedule?

The courses fit together like a puzzle. One change will affect other courses. In addition, teacher staffing decisions are made based on student course requests from the spring. Therefore, schedule changes are limited to extreme circumstances.

What issues *will be considered a VALID request* for a schedule change?

- If student has an upcoming class listed twice on their schedule
- If student is missing a required course or has an empty/open spot on their schedule
- If student was accidentally placed into the wrong course
- If the student has a family or medical concern that requires course adjustments

What if I prefer to have a different teacher?

Conflict and disagreements are inevitable aspects of relationships. Students should consider this as an opportunity for problem solving and personal growth. In the future, you will have to figure out ways to work through difficult situations. The teacher/student relationship is like that of boss/employee. Communication is *always* the answer. Talk with your teacher about difficulties and try to come to a resolution. Involve your parents when you get stuck.

**SENECA MIDDLE SCHOOL
SCHEDULE CONCERN FORM**

Student Name: _____ Grade: _____

Detailed explanation of your concern.

Is this request regarding a teacher change? _____YES _____NO

If yes, provide reason: _____

____ Student has approached teacher to discuss concerns or seek extra help

____ Teacher has been contacted by the parent/guardian regarding the concern prior to this request
(If not, please do so prior to moving forward with this request)

Parent Signature: _____ Date: _____