



# Semester 2 Schedule Review

Learning target:

I will be able to understand my draft Semester 2 schedule, identify changes that are needed, and determine how to request those changes electronically.

# Check out your Semester 2 schedule!

## Items to look for:

- 8 classes + CCR
- 9-11th graders: 4 core classes (math, english, social studies, science)
- Yearlong elective you have currently -
  - Chorus, band, foreign language, AVID, etc.
- Make sure you don't have a class you have already taken.
- Make sure you don't have the same class twice.
- Do you have a "Needs Class" on your schedule? This is a placeholder that needs to be filled.

# What kind of requests will be changed?

- “Needs Class” placeholder
- Missing class
- Duplicate class
- Errors (ex. “I already took Marine Science”)
- Graduation requirement missing (ex: “I’m missing my math class”)
- Request for Release-**Seniors only** (form is required)
- Student Aide Request-**Juniors/Seniors only** (form is required)
  - Forms - pick up from the Quick Stop rack outside the Student Center
  - Student aide request (form signed and turned in)
  - Release request for seniors (form signed and turned in)

## **The following schedule requests will not be considered:**

- Requesting a class for a different period
- Requesting a different lunch
- Requesting a different teacher
- Requesting out of a workshop class
- Requesting an ELD change - Connect with Mrs. Lou

# Elective Changes

- Elective change requests are considered preference changes.
- Preference changes will be reviewed on a case-by-case basis and are not guaranteed.
- SCR system open from Jan 10-18. **Elective changes will not be considered after January 18th.**
- Remember, you chose your electives during forecasting last year, those classes determine your schedule.

# How do I request a schedule change for Semester 2?

1. Visit Mckay's website to access the online **SCR** system - <http://mckay.salkeiz.k12.or.us>
2. Click - "Need to change your schedule?"
3. Complete the form using your:
  - School ID #
  - Birth date
  - School email
  - Lets us know what your concern is

#### 4. Then what?

- Requests will be reviewed from Jan 7-24, 2019
- You will receive an email reply letting you know if:
  - Your request was granted
  - More information is needed
  - Your request was denied

→**Keep in mind - you only need to submit your request ONCE**

→**DO NOT also email your counselor (If you do, we will go crazy! :))**

5. SCR opens **Jan 10, 2019**

6. SCR closes **Jan 18, 2019**



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*How did we do?*

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