

ISSAQUAH HIGH SCHOOL COURSE CHANGE PROCESS



•August 28th @ 8:00am students can log in and view their schedules. This will NOT show periods/teachers, but will show which courses a student is enrolled in. This will include 0 or 7th period if you're registered for one.



•IF a student would like to request a schedule change, they will then be able to log in and request a change using the google form [found here](#). They can do this at any time between August 28th @ 8:00am up until August 31st @ 8:00am.



•September 1st AFTER 3:00pm students should log back in and view their schedule to see if their schedule change request was approved.



•September 5th from 8:00am-11:00am students can drop in the counseling office and meet with a counselor to discuss any last schedule changes or changes that were denied. This is first come, first served - no appointments will be made.



•September 5th @ 3:00pm schedules will be live WITH TEACHERS. At this time students should print their schedules for the first day of school.



•September 6th - September 12th if students are still unhappy with their schedule, they will then be able to log in and request a change using the google form [found here](#). They can come before or after school and/or during lunch. Students CANNOT come down during class time. Counselors will respond to students by letting them know if the change was approved or denied.



•September 12th - October 3rd students must make an appointment with their assistant principal to pursue any further schedule changes. Appointments can be made by emailing the assistant principal OR filling out an appointment request in the main office. **ANYTHING DROPPED DURING THESE DATES WILL SHOW a "W" on the transcript.**



•After October 3rd, any course request changes will need to be reviewed in a meeting with the teacher, parent, student, counselor and administrator. **ANYTHING DROPPED AFTER 10/3 WILL BE LISTED AS AN "F" on the transcript.**