

## Student Schedule Correction Process 2017/18

[MEASchedule@mpsaz.org](mailto:MEASchedule@mpsaz.org)

It is possible that alternative classes were scheduled due to one or more of the following reasons:

- Student did not meet the prerequisite for the course
- Scheduling conflicts within the student's schedule
- Course availability restrictions (course is at capacity, course was not offered due to low enrollment)

We make every attempt to use the alternates selected by the student during the registration process. If the student did not select alternate courses, alternates were selected for the student based on availability

If you believe you need to request an adjustment to your course requests, please answer the questions

- Am I scheduled in fewer than six classes?
- Am I enrolled in an A-hour course and did NOT request an A-hour class?
- Am I enrolled in a course for which I do NOT meet the prerequisite?
- Am I missing a course that is required for graduation?
- Did I attend Summer School or MDLP and the course that I completed this summer is on my schedule?
- Did I fail a required course last year that I need to repeat?

If you answered NO to each of these questions, you have a request that cannot be honored and will need to adhere to the course requests that are reflected on the fee sheet.

If you answered YES to any of these questions, you may follow the student schedule correction process:

**Please submit your request to:** [MEASchedule@mpsaz.org](mailto:MEASchedule@mpsaz.org)

Schedule changes **WILL NOT** be processed for lunch changes, elective changes, or teacher changes.

Staff will review requests and make necessary adjustments to your schedule

**ATTENTION SENIORS: ANY SENIOR LACKING CREDIT FOR GRADUATION WILL BE SEEN INDIVIDUALLY BY THEIR COUNSELOR DURING THE FIRST 10 DAYS OF SCHOOL TO MAKE NECESSARY CHANGES. ALL OTHER SENIORS WILL BE SEEN INDIVIDUALLY BY THEIR COUNSELOR DURING THE FIRST FOUR WEEKS OF SCHOOL.**