



FALL 2011 PROGRAMMING LETTER

Thursday, September 8, 2011

Dear Student,

Welcome back to school. Please review your course assignments and room placements, which can be found on your new program. Read the information on the back of this letter to better understand your schedule.

If you detect an error or conflict, complete the Program Change Request Form, have it signed by a parent, and return it tomorrow, **Friday, September 9, 2011**. Collection boxes will be placed in the school lobby, and your guidance counselor will be on hand. In order for your program change request to receive consideration, this form must be completed in full and signed by a parent. You may request a program change **ONLY** if one or more of the following conditions applies to you:

- **REASON 1: You are scheduled for a class that you previously passed.**
- **REASON 2: You are missing one of the academic subjects you need to graduate.**
- **REASON 3: You are missing a studio class.** (If you want additional studio classes, see Reason 7.)
- **REASON 4: You are not scheduled for an honors/AP class that was on the Request Inform Report you received in June 2011.** If this is the case, the class is not on your program because it **conflicts** with another specific class that you are taking. Your counselor may try to transfer you into the class you desire, but this may not be possible.
- **REASON 5: You would like to change an elective or a class.** Your program was designed in a manner to best satisfy your educational needs at our double-mission school; however, we had to work within the constraints imposed by budgetary limitations, staffing availability, and space restrictions. In some instances, therefore, we needed to substitute a certain course for an equivalent course that fits into your schedule. If you would like, your counselor can try to find a way to give you the class you originally requested with the Program Change Request Form; although, such a change may not be possible.
- **REASON 6: You participate in a fall school team sport and are not in PT0.**
- **REASON 7: You would like to add a studio elective.** If there is space in the class and if it fits into your schedule, you may be programmed for the class. Please ask the appropriate department chairperson for approval if your desired class requires this.
- **REASON 8: You would like to make schedule changes due to a gap in your schedule.**

Please fill in the appropriate reason number when you complete the form on the back of this letter.

*All appeals will be reviewed carefully. Please understand that every effort has **already** been made to accommodate your requests. Some classes may not fit into your program. If your program change is granted, you will receive your updated program during your third period class.*

**Please follow your existing program until you receive a new one.
Have a great 2011-2012 school year.**

Sincerely,

Laura van Keulen, AP Data & Technology

UNDERSTANDING YOUR SCHEDULE:

1. Your schedule lists the classes you will attend, the teacher you have for each course, the room where each class is taught, and the days it meets.
2. Come to school in time for your first class.
3. Please leave school after your last class, unless you are involved in an after-school activity.
4. If there is a gap in your schedule, you may ask for a program change (Use **REASON 9.**); however, if your schedule cannot be accommodated otherwise, you will be programmed for Study Hall in either the Cafeteria (for periods 2 and 9) or in the Library (during lunch periods). Please go to one of these locations starting on the first day of school.
5. If you do not receive the program change you requested, see your guidance counselor to work out a solution. Your guidance counselor will meet with you on the following days **ONLY** during your lunch or a free period:

Wednesday, September 14th – 12th graders

Thursday, September 15th – 11th graders

Friday, September 16th – 9th & 10th graders

The last day of program changes will be Monday, Sept. 19th.

6. If your schedule does not appear on this form, please staple a copy of your schedule to this form or handwrite your schedule.
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Program changes requests will not be honored for any of the following reasons:

1. Change of teacher
2. Change of lunch period
3. Doubling up academic classes

Please check your Daedalus account to see if your schedule was changed.

LAGUARDIA ARTS PROGRAM CHANGE REQUEST FORM (F11)

Program changes are made to correct errors in a student's schedule. **Every attempt was made to honor your program requests; however, not every request was honored because a class may have been full or it may have conflicted with another one of the courses for which you have been programmed.** You can only be scheduled for classes that you requested and for which you were approved. Please provide the following information:

RETURN FORM TOMORROW, FRIDAY, SEPTEMBER 9, 2011

Add Course Title	Drop Course Title	Reason # (See front for this info.)

Student Signature

Parent Signature

Date

Follow your current schedule until the change has been completed and you receive a new schedule.