

Grand Rapids High School

Schedule and Schedule Change Guidelines



Responsibilities and Expectations

1. Students are responsible to review their schedule.
2. Schedule change requests must be made via the links on the [GRHS Website](#) and not by directly emailing counselors.
3. Schedule change requests will only be reviewed during the posted timelines.
4. Schedule changes will be made by the first day of the semester. Changes will be reflected in Campus upon approval.
5. Some courses such as Band, Choir and Journalism require year long commitments.
6. Schedule changes made after the course has begun are subject to a grade penalty up to and including a failing grade.
7. Students dropping a course prior to the completion date (end of semester for semester-long course, end of year for year-long courses), will earn a "WF"/"F" for the course that was dropped.

Schedule Review and Change Windows

1. Requests for changes to tentative schedules will occur from August 12 through August 31st. Students/families are responsible to review schedules posted in Campus. This will be the only opportunity to request a change to the schedule for semester 1 courses.
2. Semester 1 review will occur August 22 - September 2nd. Schedule changes requests will be reviewed, modifications will be made if approved. Students will be notified via email, IF a change was made to the schedule.
3. Semester 2 schedule change requests will be open December 19-January 13th. Students/families are responsible to review schedules posted in Campus. This will be the only opportunity to request a change to the schedule for semester 2 courses.
4. Semester 2 review will occur January 9 - January 21th. Schedule changes requests will be reviewed, modifications will be made if approved. Students will be notified via email, IF a change was made to the schedule.

Changes after the start of each semester are **only** made for the following reasons:

1. Student has not met a required prerequisite.
2. Failure of a course that is a graduation requirement or missing a graduation requirement.
3. Level change as determined by the instructor.
4. Student has already taken the course.
5. A previously requested elective course has available space.

Schedule changes requests will not be available once the request window has closed and/or semester has started. Changes after the start of each semester are made by teacher, counselor or principal recommendation/approval.

Schedule change requests that will NOT be accommodated:

1. Request for a specific teacher.
2. Request for a course during a specific class period/hour, this includes Study Hall.
3. Request for a specific lunch.
4. Request to be with a friend(s)
5. Request that would drop a class to below the minimum number of students required or above the maximum allowed in a course.
6. No longer interested in a requested course.

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