

# Stillman Valley High School

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Dear Student, Parent, or Guardian:

As students request schedule changes, we examine each request individually looking at the following criteria: graduation needs, rationale for change, and the initial course request submission. Your (or your son or daughter's) course request has been denied for the following reasons:

\_\_\_\_\_ Rationale for change was insufficient. Examples of insufficient rationale include:

- Change of mind
- Teacher placement
- Wanting to change order of classes

\_\_\_\_\_ Student originally selected course

\_\_\_\_\_ Student originally selected course as an alternate

School scheduling is a very complex task in which the school's primary goal is to meet the wants and needs of all the students. Unfortunately, situations arise that sometimes prevent us from meeting everyone's wants, although we work tirelessly to meet every student's academic needs.

The scheduling process is based around student requests for classes. We are explicitly clear to students to choose carefully and make sure they put as much thought into their alternative choices as they do their primary choices. At Stillman Valley High School we must often use students' alternative course selections since SVHS offers so many electives and so many 'Singletons.' Singletons are classes that are only offered once throughout the course of the two-day Block schedule. Not to mention, a limited number of staff exists, so therefore a limited number of possible courses can be offered. Simply put, not everyone will receive his or her first choice of classes no matter how hard we try and how much we wish to accommodate the desires of our students.

We apologize for not being able to meet the request as submitted and are hopeful you now understand the rationale behind our decision. If you have any questions, please contact Mr. Jeff Voltz or myself (Leslie Showers) and one of us will further discuss the situation with you.

Thank you,

Leslie Showers

425 S. Pine St., Stillman Valley, IL 61084  
Leslie Showers, Principal

(815)-645-2230  
Jeff Voltz, Assistant Principal

Stillman Valley High School

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Request for Schedule Change  
Spring Semester 2017

Changes must be submitted by Tuesday, January 10<sup>th</sup>.

Name: \_\_\_\_\_

Grade (circle one): 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>

Course Change Requested (what do you want to drop): \_\_\_\_\_

Current grade in that course: \_\_\_\_\_

Course Change Requested (what do you want to add): \_\_\_\_\_

Your rationale for requesting the change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_