

## Welcome back to school, Huskies!

The Counseling Department is happy to help parents and students with any problems you might encounter with class schedules. To facilitate this process, please read through this document for some important tips.

- Schedule changes will begin Monday, August 14 and continue through Friday August 25, except Aug 17 & 18 for professional development. Counselors will be in the Auditorium and will assist you on a first come, first served basis.
- We will be available from 8:00 a.m. until 2:30 p.m. each day.
- The notion of "If I get there first, I will get what I want" isn't necessarily true. Often, after a day or two into class changes, class spots open up that typically are not available the first day.
- Upon arriving at the auditorium, you will be given a number for your counselor. It takes about 10 mins. to assist each student so you can judge how long your wait will be. You may leave and come back when you think your time will come up however, you should be back before your number order. You may decide the wait is too long and choose to come on a different day and receive another number.
- There is a \$5 fee for all class changes except those schedules that are missing classes. Student accounts will be charged the fee. This is different than we have done in the past. \*\*You don't need to pay at the finance office before making the change\*\* Please remember that your student actually chose the classes and may have been scheduled in an alternate class he/she selected if their first choices were unavailable at the time. The fee will be assessed if a student now wants something different.

A few items:

Teacher change request: If you would like to change a teacher, there is a procedure that you need to follow. A form must be filled out before a change will be considered. It is available online [here](#) or at school in the Counseling Center. Once completed, turn the form into the Counseling Center. Counselors do not make decisions on teacher changes, this is done by administration. If however, the student or a sibling has previously had this teacher then you do not need to fill out the form; you can skip this step and meet with your counselor to discuss a teacher change.

Teacher Aid: If students want to be a Teacher Aid, we are instituting a new procedure this year. Starting the first day of school students must meet with a counselor to clear them for good grades and attendance. Each student must then find a teacher who is accepting aids and would like you to help them. The teacher will sign a form with the class period they need an aid and then the form is returned to their counselor where the student's schedule will be arranged. 7th grade students are not allowed to be Teacher Aids.

-Mens Hip Hop will show on your schedule as Dance 1 with the class code A5010A

-Humanities will show on your schedule as Fundamentals of Learning

Internet use: You MUST update your student's Acceptable Use Policy found on his/her skyward account. Your student will not be able to access the computers at school without doing this update. You should have received an email with instructions on how accomplish this. If you did not get that or don't have access to the email, go to Mountain Ridge Junior High website for instructions.

We hope this information will help make the schedule changes a smoother process for all.  
Wishing you a fantastic school year,

Boyd Hall (A-G)

Karen Conover (H-N)

Joyce Harrison (O-Z)