

2nd Semester Schedule Change Information

Jefferson K12 creates student schedules with careful consideration of each student's academic level and areas of interest. To provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to ensure that you fully understand the schedule change policy.

Requesting a Schedule Change:

If a schedule change is needed, a Schedule Concern Form must be submitted via the link below.

No requests may be made through personal meetings, phone calls, or emails. Once the Schedule Concern Form is submitted, the student's records will be reviewed, and a decision will be made regarding the request.

Reasons for Changes:

- The student needs a core class.
- The student was inappropriately placed based on grade level.
- The student was inappropriately placed based on skill level.

No changes will be made if a student receives any of their elective choices from their Course Request Form.

Other Requests:

Jefferson K12 will not change student schedules for any of the following reasons:

- Friends are in another class
- Lunch period preference
- Unaddressed behavior or academic concerns

All students must attend their currently scheduled course until they are notified of a schedule change via the guidance office.

The Schedule Concern Form Link will be available on the FOCUS portal and the Jefferson K12 website (www.jeffersonschools.net) from 1/08/25 – 1/15/25.

All students must attend their currently scheduled course until they are notified of a schedule change via the guidance office.

Make a Request -----> [JCS K12 Schedule Change Link](#)

