



Hamburg Central
School District

Hamburg High School
4111 Legion Drive
Hamburg, NY 14075
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Changing of Schedules Criteria

- The Add/Drop Period for 40 week courses is 2 weeks from start of school year
- The Add/Drop Period for 20 week courses is 2 weeks from start of semester
- Students receive final copies of their schedules prior to the first day of classes. Any change made by the school is communicated with the student and family.
- **Please remember that requesting specific teachers, class periods or other preference changes will not be considered.** This includes but is not limited to:
 - Teacher requests or teacher changes
 - Period changes for convenience, such as 1st or 9th free, or lunch with friends, is not accepted.
 - Phys Ed changes (such as days 1,3 to day 2,4) unless it impacts a graduation requirement in scheduling
- Hamburg High School does consider requested changes for the following reasons:
 - Medical documentation from a physician if a medical condition is the reason for a specific class change.
 - There is a recommendation from the School Support Team, an Individualized Education Plan, or 504 accommodation or if sufficient reasoning by the school counselor(s) in consultation with building administration
 - Course level changes (such as from Regents to AP or Regents to Non Regents). This will be dependent on the conditions below.
 - We cannot move students into a class that is at capacity.
 - We may not be able to move a student to a class that has space, if it is in conflict with another class.
 - Some classes have prerequisites that must be met in order to enroll.
 - In order to submit a course change request, please email your school counselor.

More information can be found on our School Counselor's Webpage at:

https://hhs.hamburgschools.org/our_school/counseling_center