

SCHEDULE CHANGE REQUESTS – Email Procedure

Last day to submit a request: January 25, 2019

Dear Students:

Middle Creek High School is now using an email request system for schedule change requests for the 2018-2019 school year. All requests must be submitted to the email address:

middlecreekhssched@wcpss.net

Requests must be submitted from a WCPSS email only (www.wcpss.net/studentemail for assistance). Emails from personal email accounts cannot be responded to. Please follow the below instructions carefully.

Schedule changes will be considered for the following reasons only:

- Student has earned a credit in the same course previously.
- Student would like to increase rigor (only possible if room available).
- Same course is listed twice.
- Courses scheduled out of sequence or 2 PE courses in the same day.
- Student did not choose course during registration time (Course selection sheet must have been returned during registration time to verify this).
- Student does not have prerequisite necessary for course.

Schedule change instructions:

1. Using your WCPSS student email account, compose an email to:
middlecreekhssched@wcpss.net
2. In the subject line, type the student's first name, last name, and grade level.
3. In the body of your email you must include: 1) the specific course you are requesting to drop, 2) the course you are requesting to add, and 3) the reason from above that supports the need for a change. Please keep your email to 25 words or less so that reviewers are able to review and reply in a timely manner. Responses will be sent back to the student email.

