

**Last day to submit a request: August 30, 2019**

Dear Students:

**Schedules for the 2019-20 school year will be available in Power Schools by August 12, 2019.**

Middle Creek High School is now using an email request system for schedule change requests for the 2019-2020 school year. All requests must be submitted to the email address:

[middlecreekhssched@wcpss.net](mailto:middlecreekhssched@wcpss.net)

Requests must be submitted from a WCPSS email only ([www.wcpss.net/studentemail](http://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](mailto: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.
4. Seniors may request Early Release/Late Arrival or Mid-Year Graduation through the 5<sup>th</sup> day of school. Forms must be filled out completely and returned to Student Services. Early release forms are available on the MCHS website or can be picked up at MCHS. Students can see their counselor to pick up Mid-Year Graduation forms.

