

LYNBROOK HIGH SCHOOL

2019-20 Course Change Request Procedures

The PowerSchool portal will open July 29th.

Student schedules will be observable at that time.

All requests for schedule changes are to be made via e-mail.

Course request changes are only possible if your child's schedule does not contain a course that was originally requested.

****Requests for the following changes to student schedules cannot and will not be honored:**

- *Start of day or end of day,*
- *Specific lunch period,*
- *Specific free period,*
- *Teacher change*
- *Course period change*

All requests for course changes **must** contain the following information:

Student Name and Grade

Name of Course Originally Requested

Parent Name

Telephone #

Requests missing any of the above information will not be acted on.

Requests that are mailed or hand delivered will be handled after all e-mailed requests have been completed. All requests will be addressed in the order in which they are received as per e-mail date and time stamp.

All requests should be e-mailed to: LHS.scheduling@lynbrookschools.org

Parents and students can expect requests to begin to be addressed the week of August 19th.