

If you have a “See Counselor” on your schedule, please see Ms. Haddad during that period or before and after school, lunch and breaks.

Please sign in on the sheet provided or on the change of class forms.

Change of classes are possible under the following conditions:

**If you have taken this class during the summer,  
If you are in the wrong level of a class,  
If you are missing a class or,  
If you are a senior and will need to take a required class.**

The following rules apply;

- Seniors may take five classes with 2 (two) off periods, if they have completed all required classes and proficiencies.
- Juniors, sophomores and freshmen are REQUIRED to have 7 classes, by state law, on their schedule.
- If you are taking an on-line class **and have documentation of the class**, you can replace this class with an Off Campus” this period. You must sign an “Off Campus” agreement.
- PLEASE see the Counselor only during breaks, lunch, before and after school.

DO NOT REQUEST TO LEAVE A CLASS TO SEE THE COUNSELOR.

Please do not go to the Counselor’s office during assigned class times, [ **YOU WILL BE SENT BACK TO THE CLASS without a pass**

**PLEASE  
READ**