

Timberline Class Change Request FAQ's

Every effort has been made to accommodate the scheduling needs of each Timberline student. 7th and 8th grade students who attended Timberline during the 2013-2014 school year, met with their counselor individually to plan their 2014-2015 schedule. Counselors met with incoming 6th grade students at 7th grade Orientation on March 6th where they choose classes. Counselors will be happy to consider requests to change schedules. Please read the information below and follow the instructions to request a class change.

How do I request a Class Change before school starts? Class changes will be done by appointments which are held August 8th to August 13th. Appointments are limited and walk-in's cannot be accommodated.

How do I make an appointment? Appointments are made using the Online Scheduler found on the Timberline website. The scheduler will open on August 4th. Go to www.timberline.alpineschools.org and click on the Online Scheduler logo to schedule an appointment. Password-timberline

What do I bring to my appointment? Please bring the completed Class Change Request form and the processing fee of \$5. If you are requesting a teacher change, bring the Parent Concern form.

Do I have to fill out the Class Change Request form? Yes, everyone requesting a change must complete the form.

Do I have to fill out a Parent Concern form? Only if your change request involves changing a teacher.

Where do I find the Class Change Request form and Parent Concern form? Forms are available in the Counseling area of the Timberline website and in the Timberline Counseling Office. www.timberline.alpineschools.org

Can I discuss other concerns at the appointment? Appointments need to be brief. Out of respect for those waiting, we ask that you refrain from addressing other concerns. Counselors are happy to schedule another time to address other needs.

What is the Class Change Request fee and where do I pay it? There is a NON-REFUNDABLE processing fee of \$5.00 which must be paid at the finance office *before your appointment*. Take your completed Class Request form and payment to the finance office. The finance office will sign your form after payment. *Counselors do not take payments. No exceptions will be made to this policy.*

Can you tell me if the change is possible before I submit a form and pay the fee? Unfortunately, there is no way for us to predict if your schedule can be adjusted until the counselor processes your request. Many factors determine if a change is possible such as, class size, individual schedule restrictions, singleton classes (taught only once), and specialty classes.

What do I do if all the appointments are filled or I am not available when you are holding appointments? You may submit the Class Change form and the Parent Concern form (if needed) to the counseling office. The counselors will process these requests once the scheduled appointments are completed.

Can I request a change once school has started and when is the deadline? Yes, the last day to turn in the Class Change Request form and Parent Concern form (if needed) is August 22nd.

When will the change happen and how will I know if the change has been made? If you have an appointment, your change request will be processed at the time of your appointment. Changes submitted without a scheduled appointment will take several days and may not be completed before school starts. These students will need to check Skyward periodically for schedule changes. Students whose requests are processed after school starts will be notified by their counselor during the school day.

I submitted a form before school started but my schedule is still the same on the first day. What do I do? You must go to all classes as they appear on your schedule until a change is made.

[\(link to the class change form\)](#)

[\(link to parent concern form\)](#)