

Schedule Change Process

Schedule Change initiated by MTSS:

- The schedule changes being discussed will be put on the agenda by the School Psychologist.
- The MTSS team will look at all available data in regards to the particular student.
- The MTSS team will make a decision on placement by the end of the meeting.
- The MTSS team will send an email to the student's teachers informing them of the change.
- School Psychologist and/or MTSS designee will contact the parent about the schedule change and the Counseling Office will provide the student with a copy of their new schedule.

Schedule Change initiated by Teacher:

- Schedule Change Request turned into School Psychologist to get on agenda for next MTSS meeting. The teacher making the request will be invited to discuss reasons for the change with the MTSS team.
- The MTSS team will look at all available data in regards to the particular student.
- The MTSS team will make a decision on placement by the end of the meeting.
- The MTSS team will send an email to the student's teachers informing them of the change.
- School Psychologist will contact the parent about the schedule change and the Counseling Office will provide the student with a copy of their new schedule.

Schedule Change initiated by Parent:

- If a parent contacts the school regarding a schedule change, it will be referred to School Psychologist, and he will add it to the next MTSS agenda.

- The MTSS team will review the data and communicate with the student's current teachers and will ask them for any input that they might have regarding the change.
- The input from the student's current teachers must be received before the next scheduled MTSS team meeting. School Psychologist will contact the teachers before the scheduled meeting to get their input.
- The MTSS team will make a decision on placement by the end of the meeting.
- The MTSS team will send an email to the student's teachers informing them of the change.
- School Psychologist will contact the parent about the schedule change and the Counseling Office will provide the student with a copy of their new schedule.

Schedule Change initiated by Student:

- If a student wants their schedule changed they need to be referred to School Psychologist. School Psychologist will call the parent and see if they are aware that their student wants a schedule change. If the parent is aware and wants a schedule change School Psychologist will put it on the MTSS agenda.
- The MTSS team will review the data and communicate with the student's current teachers and will ask them for any input that they might have regarding the change.
- The input from the student's current teachers must be received before the next scheduled MTSS team meeting. School Psychologist will contact the teachers before the scheduled meeting to get their input.
- The MTSS team will make a decision on placement by the end of the meeting.
- The MTSS team will send an email to the student's teachers informing them of the change.
- School Psychologist will contact the parent about the schedule change and the Counseling Office will provide the student with a copy of their new schedule.

This is not an all inclusive list. There may be extenuating circumstances that will require different actions.