



Fall 2009 Programming Letter

September 9, 2009

Dear Students,

Welcome back to school. Please take some time now to review your course assignments and room placements, which can be found on your new program. Be sure to read the letter that is titled "Understanding Your Schedule"; it should address questions that you might have.

If you detect an error or conflict, complete the Program Change Request Form on the back of this letter, have it signed by your parents, and return it tomorrow, **Thursday, September 10**. Collection boxes will be placed in the school lobby. In order for your request to receive consideration, this form must be completed in full and signed by a parent. You may request a program change **ONLY** if one of the following conditions applies to you:

- **REASON 1: There is an error in your program;** *e.g.*, there is a school period in which you are not assigned anything. (Note that GSPR is considered an assignment.)
- **REASON 2: You are scheduled for a class that you previously passed.**
- **REASON 3: You are missing one of the academic subjects you need to graduate.**
- **REASON 4: You are missing a studio class.**
- **REASON 5: You are not in an honors/AP class for which you applied and into which you were accepted in June 2009.** If this is the case, the class is not on your program because it **conflicts** with another specific class that you are taking. Your counselor can try to transfer you into the class you desire, but be aware that you may be contacted and asked to make a choice between conflicting classes.
- **REASON 6: You would like to change an elective or a class.** Your program was designed in a manner to best satisfy your educational needs at our double-mission school; however, we had to work within the constraints imposed by budgetary limitations, staffing availability, and space restrictions. In some instances, therefore, we needed to substitute a certain course for an equivalent course that fits into your schedule. If you would like, your counselor can try to find a way to give you the class you requested with the Program Change Request Form; such a change may not be possible, though.
- **REASON 7: You participate in a fall school team sport and are not in PT0.** Each Team Sports student must report to Mr. Srebnick in Room 313 after his or her final class. Any student who fails to report will fail Team Sports.

Please fill in the appropriate reason number when you complete the form on the back of this letter.

*All appeals will be carefully reviewed. Please understand that every effort has **already** been made to accommodate your requests. Some classes may not fit in your program. If your program change is granted, you will receive your program change during your third period class.*

Please follow your existing program until you receive a new one.

Have a great 2009-2010 school year.

Sincerely,

Laura van Keulen, AP Data & Technology

LAGUARDIA ARTS PROGRAM CHANGE REQUEST FORM (F09)

Program changes are made to correct errors in a student's schedule. **Every attempt was made to honor your program requests; however, not every request was honored because a class may have been full or it may have conflicted with another one of the courses for which you have been programmed.** You can only be scheduled for classes that you requested and for which you were approved. Please provide the following information:

RETURN FORM TOMORROW, SEPTEMBER 10, 2009

Add Course Title	Drop Course Title	Reason # (See front for this info.)

Student Signature

Parent Signature

Date

Follow your current schedule until the change has been completed and you receive a new schedule.