

WEST CHESTER EAST HIGH SCHOOL
450 Ellis Lane
West Chester, PA 19380

Dr. Kevin Fagan, Principal
Counseling Phone: 484-266-3811/3824

SCHEDULING ERROR FORM

For information about schedule change procedures, please refer to the WCASD course selection guide, which can be found on our district homepage. Each spring, students and families have three opportunities to verify course requests for the upcoming school year. The last opportunity to make course change requests was March 27, 2020. ***Students experiencing academic difficulty may consider a level change after September 21, 2020.***

This form should be completed and submitted to the Guidance Office for **correction of the following scheduling errors:**

- Clerical errors (e.g. English 9 instead of English 10)
- Too few credits for your grade
 - 9th Grade – 6.0 credits
 - 10th Grade – 6.0 credits
 - 11th Grade – 6.4 credits
 - 12th Grade – 5.4 credits
- Failure of a sequential course (scheduled for English 11 after failing English 10)
- Lunch requested but not scheduled
- Omission of a graduation requirement course (ex. American History)

In order to resolve scheduling conflicts quickly, please return this completed form to your Guidance Counselor. Counselor caseloads and contact information are list below:

Yvonne Setlock (A-Co)	email: ssetlock@wcasd.net	phone: 484-266-3931
Bill Reichle (Cr-G)	email: wreichle@wcasd.net	phone: 484-266-3929
Lauren Otto (H-McC)	email: lotto@wcasd.net	phone: 484-266-3930
Kelly Camp (McD-R)	email: kcamp@wcasd.net	phone: 484-266-3928
Brian Lindros (S-Z)	email: blindros@wcasd.net	phone: 484-266-3939

STUDENT NAME: _____ **GRADE:** _____

Check all that apply: Clerical Too few credits Sequential course failure Lunch

REQUESTED RESOLUTION:

Parent Signature: _____ Date: _____

Daytime Phone #: _____ Evening Phone #: _____

Parent Email Address: _____