

Pacific Law Academy

SCHEDULE CHANGE POLICY

2024-2025

DATES	PROCESS
July 29 - August 7	Requests Allowed *Requests do not guarantee that a schedule change will be granted for a variety of reasons.*
August 8 & Beyond	No Schedule Changes Allowed **In rare cases, only schedules that correct an oversight, which would prohibit a student from being on track for graduation or A-G requirements will occur. **Any other highly unusual and extraordinary cases may have a change authorized by administrative approval only

PROCEDURE

1. RECEIVE YOUR SCHEDULE AT ORIENTATION, OR LOOK IT UP IN STUDENTVUE **AFTER JULY 22.**
2. SCAN THE QR CODE BELOW or GO TO THIS LINK TO SUBMIT A SCHEDULE CHANGE REQUEST.



Schedule change requests through email will not be accepted.
Requests will only be processed beginning July 29th.



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Appropriate schedule changes are for the following reasons only:

1. Open or missing period
2. Duplicate class or period
3. Class taken during Summer School
4. Missing a class needed for graduation
5. Required for "a-g" or NCAA course completion tracks
6. Limited changes will be made to accommodate elective changes only when there is availability and it is in the best interest of the student

Schedule changes that will not be accepted:

1. Schedule matching with friends
2. Teacher preference
3. Arrange for classes in a preferred order
4. Adding to a class that has no more seats available

