

**Catonsville High School
Students Services Department
Important Reminders**

From the CHS Student Services Department ... Important Reminders

- Please review your schedule carefully to make sure that it is balanced with an equal amount of academic subjects and electives in each semester. Students should have at least one elective each semester.
- Requests for schedule corrections can be made in person on August 17th (SENIORS ONLY), August 18th (JUNIORS ONLY), August 19th (SOPHOMORES AND FRESHMEN ONLY) and August 20th (MAKE-UP DAY FOR ALL GRADE LEVELS) in the CHS Library between the hours of 8:00 a.m. and 2:00 p.m. **YOU MUST BRING YOUR SCHEDULE WITH YOU TO REQUEST A SCHEDULE CORRECTION.** Schedule corrections must be made on one of the above days for **BOTH SEMESTERS.** Schedule corrections **WILL NOT take place for the second semester** so read your entire schedule carefully and make sure it is accurate and balanced.

You MAY request a schedule correction for the following reasons:

- **Incorrect Course Level (i.e. Standard to Honors; Honors to GT)**
- **Correction per teacher recommendation**
- **Course already taken and passed (including summer school course)**

You MAY NOT request a schedule correction for the following reasons:

- **Changing lunch shift**
- **Requesting a specific teacher**
- **Changing your mind about an elective course**

- Schedule corrections will be made based on availability of courses and class sizes. Please keep in mind that your request may not be able to be honored.
- **Make sure that you DO NOT lose your schedule. Bring your schedule with you on the first day of school and follow it exactly.** Any questions about your schedule should be directed to your counselor in the Student Services Office.
- Students entering grades 10, 11, and 12 are encouraged to get a copy of their transcript from their counselor during the first month of school to check that all grades including grade changes are accurate. Any questions about your quarter or final grades from the previous school year should be directed to your teacher beginning the week of August 24th either by email or phone. Questions about credits and class standing should be directed to your counselor.
- If your address has changed and you still reside in the CHS school district, you must provide proof of your new residence by bringing a copy of your new deed/lease and **three** pieces of business mail (i.e. BGE Bill, cable bill, phone bill) dated within the last 30 days to Ms. Williams, Registrar. You can reach her by calling 410-887-0809.

Please call the Student Services Office at 410-887-0809 or email your counselor if you have any questions regarding your schedule.