Memorandum

To: All Students & Faculty

From: Jack Dellapiano, Principal

Date: August 21, 2026

Subject: Course Change Requests

As we prepare to welcome students back for the 2026–2027 school year, I would like to share some important information regarding student schedules and course change requests.

School Counselors will meet with students to discuss schedule changes during the first three weeks of school, from Thursday, August 27, through Thursday, September 17. During this time, course changes will be considered only if one or more of the following conditions apply:

- The student has previously earned credit for a course in which they are currently enrolled.
- The student has not met the required prerequisite(s) for a course in which they are currently enrolled.
- The student previously failed the same course with the same teacher.

Please note that this three week period serves as the designated window for schedule adjustments.

Requests for course changes that do not meet the criteria listed above will require the approval of both the student's School Counselor and Administrator. Such requests will be approved only in rare and exceptional circumstances.

In addition, any course change made after Thursday, September 17, will result in the course remaining on the student's 2026–2027 transcript with a "W" (Withdrawal) designation.

Students requesting a schedule review must complete a Counselor Request Form. Counselors will meet with students in the order that requests are received. We appreciate your patience, as the beginning of the school year is an especially busy time for our counseling staff.

Thank you for your understanding and cooperation as we work to ensure that all students begin the school year with appropriate schedules. We look forward to welcoming everyone back to Stratford High School for a successful 2026–2027 school year.