



OAKDALE HIGH SCHOOL COUNSELING OFFICE

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|---------------------|-----------------------|------------------------|-------------------------|--------------------|
| Nick DeWaal | Tara Ketteringham | Judy McGraw | Ilana Blum | Christy Polce |
| A-D (grade 9-10) | E-KH (grade 9-10) | KI-O (grade 9-10) | P-SO (grade 9-10) | SP-Z (grade 9-10) |
| A-DAM (grade 11-12) | DAN-HOT (grade 11-12) | HOU-MILE (grade 11-12) | MILL-SIMP (grade 11-12) | SM-Z (grade 11-12) |

2022-2023 SCHEDULE INFORMATION

In order to access your schedule for 2022-2023, use your password from last year to log into your Schoology account.

Schedule Change Request Procedure

Please read this entire sheet and follow all steps outlined below:

1. **All schedule change requests must be made for valid educational reasons:** incomplete schedules, incorrect academic level, improper sequence, failed prerequisite. Requests for specific teachers or times are prohibited and cannot be honored.
2. All requests must be submitted via the **Schedule Change Request Form**, which you may access here:

<https://fcps.ezcommunicator.net/edu/frederick/upload/52/16916.pdf>

Requests via email, telephone call, or mail cannot be accommodated.

3. Return the completed form, which **must be signed** by the student's parent or guardian, to the front office secretary.
4. Office personnel **are not available to fax forms or discuss specific requests**. If a request requires discussion with a counselor, appointments may be scheduled **August 8-9** by calling the Counseling Office.
5. **The deadline to submit a request for a schedule change is 2:30 PM on Tuesday, August 9**. Any request received after 2:30 PM on August 9 will be handled by the student's counselor after school begins.
6. **Please Note:** Due to staffing conditions, many courses have reached enrollment capacity. Schedule changes may not be possible.

All Student Service Learning, Work Study, and Internship paperwork can be turned into Mrs. McGrew by email or by dropping it off at the OHS front office. Forms can be downloaded from the OHS website and completed. All work-based learning experiences need to be approved by Mrs. McGrew before the Counseling Office can make the schedule change.

Email: Amanda.McGrew@fcps.org with any questions.

First Day of School: Wednesday, August 17