

New Students: Please contact Paula Moore in the Guidance Office at 940-235-1081 to schedule an appointment to enroll. You need to bring the following documents:

- Withdrawal form with withdrawal grades and/or transcript from former school
- Official Birth Certificate
- Official Social Security Card
- Up-to-date copy of immunization records
- Address verification (utility bill or lease agreement)

Please make sure you have completed the InfoSnap prior to enrollment.

<https://secure.infosnap.com/family/login.aspx?ReturnUrl=%2ffamily%2fdirectaction.aspx>

If you are a returning student-please complete infosnap by clicking this link instead.

<https://secure.infosnap.com/family/message.aspx?code=actionprivate>

If you need your snapcode, please contact the Guidance office at 235-1081.

Schedule Change Window:

If you would like to request a schedule change for the 2018-19 school year, we will be accepting requests until August 15th **pending availability of classes**. **Remember elective courses will not be changed after the first day of school.**

Schedule Change Guidelines:

Only schedules that meet the following criteria will be considered for changes:

- Counselors may change schedules in order to balance a class size.
- Seniors not enrolled in a course REQUIRED for graduation.
- Students scheduled in a course for which they already have credit.
- Student is enrolled in a course for which the student does not have the prerequisite.
- Student has incomplete schedule.
- Students enrolled/not enrolled in an application/audition course for which they were approved/not approved.
- Student has failed a course and needs to repeat the course.
- Change is needed as a result of a credit earned in summer school or correspondence course.
- Endorsement changes trigger a schedule change that is subject to these guidelines; endorsement changes are best made in the spring course selection window

Exit Guidelines for Honors/AP courses:

- Rider's goal is to support and retain all students in Honors & AP courses each year
- All Honors and AP courses will not be changed until the **7th week of school** after the teacher and parent/guardian have had a face-to-face conference and have both agreed to the change.
- A "Request to Drop" form has to be signed by the teacher, parent/guardian, counselor, and student. And the form has to be turned in to the counselor.

- Depending on graduation requirements and credits needed, students attempting to drop an Honors/AP course for which there is no equivalent may have to remain in the course until the end of the semester. (For example, AP Human Geography, AP European History, Honors Spanish 3, etc.)

Grade Adjustment Chart

<u>Grade in Advanced Course at the Time the Course is Dropped</u>	<u>Adjusted Grade to be Recorded by the Receiving Teacher of the Regular Course</u>
<u>90–94</u>	<u>95</u>
<u>85–89</u>	<u>90</u>
<u>80–84</u>	<u>85</u>
<u>77–79</u>	<u>80</u>
<u>75–76</u>	<u>77</u>
<u>72–74</u>	<u>75</u>
<u>70–71</u>	<u>72</u>
<u>60–69</u>	<u>70</u>
<u>50–59</u>	<u>60</u>
<u>0–49</u>	<u>60</u>

When does the drop occur?	During SW1	End of SW1	During SW2	End of SW2	During SW3...?
Who is responsible for adjusting grades?	Regular teacher <i>(Adjust grades on assignments recorded/sent by advanced teacher in SW1 only.)</i>	Counselor <i>(Change SW1 grade in Skyward.)</i>	Regular teacher <i>(Adjust grades on assignments recorded/sent by advanced teacher in SW2 only.)</i>	Counselor <i>(Change grades in Skyward for SW1 and SW2.)</i>	No drops/ changes are allowed during SW3.

When does the drop occur?	During SW4	End of SW4	During SW5	End of SW5	During SW6...?
Who is responsible for adjusting grades?	Regular teacher <i>(Adjust grades on assignments recorded/sent by advanced teacher in SW4 only.)</i>	Counselor <i>(Change SW4 grade in Skyward. Do not change any grades from semester I.)</i>	Regular teacher <i>(Adjust grades on assignments recorded/sent by advanced teacher in SW5 only.)</i>	Counselor <i>(Change grades in Skyward for SW4 and SW5. Do not change any grades from semester I.)</i>	No drops/ changes are allowed during SW6.