



Holston Middle School Schedule Change Policy SY 2025-2026

Holston Middle School creates student schedules with careful consideration to each student's academic level and areas of interest. In order to provide consistency for parents/guardians, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to assure that you fully understand the schedule change policy.

Requesting a schedule change:

In the rare event that a schedule change is needed, a schedule change request form must be submitted to the Holston Middle School Counseling Department. No request may be made through personal meetings, phone calls, or emails. Once the proper forms and documentation are provided to your student's School Counselor, the student's records will be reviewed by the School Counselor and the Grade Level Administrator and a decision will be made regarding the request.

Qualifying reasons for a schedule change

- Clerical Errors
 - Student is missing a class from their schedule
 - Student has been placed inappropriately based on grade level, skill level or teacher recommendation.
- Intervention
 - The Data Team for RTI Interventions has found the need for a schedule change either into or out of intervention courses.
- Administrative Change
 - An administrator finds a need for a schedule change.

Two Week Rule for Related Arts and Elective Courses:

Parents/Guardians and students are responsible for carefully reviewing the related arts and elective courses outlined in the [Holston Middle School 2025-2026 Course Catalog](#) available on our school website

<https://www.knoxschools.org/holstonms> or in hard copies available in the HMS Front Office and selecting the most appropriate courses based on their student's interests and skill level. Students will be required to stay and actively participate in elective courses for the entire year. Your School Counselor will do their best to place students in their top related arts choices; however, space is limited in each elective. If a parent/guardian or student feels they were placed in the wrong elective based on their interest or skill level, they have the first 2 weeks of the school year to request a change. The deadline for the 2025-2026 school year is Tuesday, August 22nd, 2025. Parents/Guardians will complete a schedule change form and submit it to the Holston Middle School Counseling Department. Once the form is submitted, your student's school counselor will review it with the and decide if a schedule change is possible.

Not all schedule change requests will be approved. Following this 2 week period, no changes will be made to the student's related arts or enrichment courses without administrative approval.