



BERKLEY HIGH SCHOOL

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www.berkleyschools.org/bhs

Berkley High School Reduced Schedule Request 2023-2024

Important Information regarding Reduced Schedules

- ❖ Reduced Schedule form must be returned to the Counseling Center by **Tuesday, September 5th** for first semester and full year Reduced Schedule requests, or by **January 16th** for 2nd semester only requests
- ❖ Any student requesting a Reduced Schedule will be enrolled in 6 classes until the Reduced Schedule form is returned to the Counseling Center.

Who is eligible for a Reduced Schedule

Berkley High School students in grades 11 and 12 may request a reduced schedule if they are on track to graduate and meet one or both of the following criteria:

- ❖ The student has a documented medical condition with a physician recommendation for a reduced schedule (Documentation must be attached to this form). 9th and 10th grade students may request a reduced schedule if they have a documented medical condition with a physician recommendation for a reduced schedule.
- ❖ The student may request a reduced schedule from their counselor on a case-by-case basis

(TO BE COMPLETED BY STUDENT AND PARENT)

Student: _____ Grade: _____ Birth Date: _____

Semester Requesting Reduction: Semester 1 Semester 2

The above-named student requests a reduction in scheduled classes for the following reason(s):

Course to be Dropped for Reduced Hour: _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Approval Form

- The above-named student **should be granted** a reduced schedule because they meet the following criteria for a reduced schedule:
- The student has a documented medical condition with a physician's recommendation for a reduced schedule. (*Documentation must be attached to this form*)
 - The student has 3 or more advanced placement/grade-weighted honors level courses. (*A copy of the student's schedule must be attached to this form*)
- The above-named student **should not be granted** a reduced schedule because they do not meet the criteria for a reduced schedule and there is not a justification for a reduced schedule at this time.

Counselor: _____ Date: _____

- Permission for a reduced schedule has been granted.
- Permission for a reduced schedule has been denied for the following reason(s):

Building Administrator: _____ Date: _____

The State of Michigan Department of Education has determined that a student may be on a reduced schedule based on the following pupil accounting rules below:

SSAA 388.1701(7) (c) states "Except as otherwise provided in this subdivision, a pupil in grades 9 to12 for whom a reduced schedule is determined to be in the individual pupil's best educational interest must be scheduled for a number of hours equal to at least 80% of the required minimum number of hours of pupil instruction to be considered a full-time equivalent pupil. ***For BHS students this amounts to a reduction of no more than 1 period per semester.***