Please read this entire email for important information, dates, and policy changes.

* **Class Choice is now open for students to view and modify their schedule** for the 2023-2024 school year.
* Instructions for changing your schedule can be found on our website [www.rigbytrojans.org](http://www.rigbytrojans.org) > Contact us > Counseling There are video links to help you navigate Class Choice.
* Class Choice will remain open throughout the summer, except for the following: **Closed June 2nd- 8th**.
* **Students need to make any desired changes and fill holes in their schedules during the time that Class Choice is open.** Please do not create holes in your schedule. This causes more problems and may result in you being placed in a class that you don’t want. There will be a new schedule change policy in effect for the 2023-2024 school year. Details can be found below.
* **Many classes are currently full** which can prevent you from making the changes that you want. Be patient and keep trying. Seats may become available as other students change their schedules, leave the district, or move online. Check Class Choice regularly to allow yourself the greatest chance of making the changes that you want.
* **You may only have 2 no-credit classes per trimester** (Seminary release time and school release). You must have a minimum of 4 classes per trimester, including online classes, until you have completed your high school requirements.
* **Teacher’s Aide notes are now available in the counseling office.** To be eligible for a T.A. you must be a junior or senior, have a G.P.A. of 2.5 or higher, and have good attendance. **Please get your signed forms turned in before you leave for the summer.**
* **Counselors will not be available to assist you with your schedule until your registration date in August.** They will be busy with graduation and end of the year responsibilities. Counselors will be out of the office from June 8th- August 14th.
* **Class Choice will close for the 2023-2024 school year on Sunday, August 13th** in preparation for fall registration.
* **Registration dates** are as follows:

Seniors – Tuesday, August 15th 8:30 - 3:30

Juniors – Wednesday, August 16th 8:30 - 3:30

Sophomores – Thursday, August 17th 8:30 - 3:30

Freshman – Friday, August 18th 8:30 - 3:30

* If you have tried and are unable to fill a hole in your schedule or require assistance with your schedule, please see your counselor during your assigned registration date.
* Counselors will not be available August 21st-Aug 25th due to new student registration and Professional Development trainings.
* First day of school is Monday, August 28th.

IMPORTANT - With the continuing increase of students enrolled at RHS and the greater need for counselors to be available for academic and mental health support, there will be a new schedule change policy beginning for the 2023-2024 school year.

Beginning Monday, August 21st any requested schedule changes will require a completed schedule change form that must be signed by a parent or guardian. The form must be turned into the counseling office, **no electronic submissions will be accepted**. Please see the attached form for details and instructions.

Please take advantage of the opportunity to adjust your schedule during the summer.

Good luck on finals!

Enjoy your break and we will see you in the fall,

RHS counseling office