



Travis High School

Change of Instructor Guidelines

General Statements:

- Teacher changes are treated as exceptions to the rule.
- The teacher, with whom the change is being requested, will be notified of the request for a change in advance by the Guidance Office in order to set up a meeting with the parents.
- All change requests are considered on a case-by-case basis taking into account class sizes and disruptions to the overall schedule.

Appropriate Steps in the change process:

1. Parent and student contact the classroom teacher to express concerns.
2. If concerns are not resolved and the parent is requesting an instructor change, the parent must submit a letter stating the rationale behind the change request to the student's Guidance Counselor.
3. Parent, student, teacher, and Guidance Counselor need to have a conference after the arrival of the parent letter.
4. During this meeting, concerns and possible interventions will be discussed.
5. The Guidance Counselor sets up a follow-up meeting, per request of the student/parent, to discuss the outcome of the interventions and present the overall situation to the Assistant Principal or Principal. (An administrator may be present during this meeting to listen to the concerns, etc.)
6. The Assistant Principal or Principal will then present the information for consideration by the entire administrative and guidance staff. A decision will be made at this time.
7. The Assistant Principal or Principal will then share the decision with the student/parent.

If the teacher placement is changed:

- The Guidance Counselor will meet with the student and work on the new schedule.
- Guidance Counselor will make the final placement.
- Changes in one course or teacher can result in multiple classes changing in the schedule.

If the teacher placement is not changed:

- The Guidance Counselor will make note of the case and periodically touch base with the student to make sure the appropriate interventions, etc. are being utilized.