



Schedule Change Requests

Welcome BUCKS to the 2025-2026 school year!

Schedule change requests can only be made via our online platform. Student schedules will be accessible in FOCUS on Wednesday, August 6th, 2025 (log into the district portal and click on the SIS/FOCUS icon). Requests for schedule changes will only be considered using the provided request form. Submit your request using the link below.

Please review and adhere to the following *Schedule Change Guidelines* before submitting a schedule change request.

Please refrain from sending emails directly to school counselors and/or teachers, as it will DELAY and possibly PREVENT your request from being acted upon. Please keep in mind that requesting a course change does not guarantee the change will be made. There are many factors that must be considered first, including, but not limited to, class sizes and scheduling conflicts. Please keep in mind that administration does core class placement to ensure that our students reach their highest potential. We have reviewed several data points including teacher input when making our decision. If your request cannot be accommodated your counselor will communicate the reason for the denial via email.

Class Changes We Will Consider

- **Missing a required course for graduation** (e.g., Fine Arts, PE, Academies).
- **Scheduled for a course you've already taken.**
- **Courses needed for your Cambridge Diploma** (missing points).
- **Incorrect course sequence** (e.g., Chemistry before Biology).
- **Moving into or out of an AP/AICE course** (requires administrative approval once your form is in).

Class Changes We **Will NOT** Consider ✕

- Changing your teacher.
- Changing the period a course is scheduled.
- Changing your lunch period.
- You're just dissatisfied with the course.

*If your course request is approved, you will see the change reflected in FOCUS. We will process requests as efficiently as possible.

*If your request is not approved, you will receive an email.

*Schedules will continue to be adjusted as we balance class loads and adjust schedules due to test scores/staff changes. Students will receive a printed copy of their schedule in 1st period on the first day of school. Your requested change(s) may not be completed yet, but please do not re-submit your request. We will be doing our best to process all requests as quickly as possible.

Important Dates:

8/6 - Student Schedules available in FOCUS

8/7 - Freshman/New Student Orientation (10:00AM-12:30PM)

8/6 - 8/17 - Schedule Change Requests submitted via provided form

8/17 - Last day to request schedule changes at 10pm.

Follow the link below to submit your schedule change request.

[DBHS Schedule Change Request 2025-2026](#)



We appreciate your patience and understanding during this process.