

APPLICATION FOR REDUCED SENIOR SCHEDULE

Please complete this form and return to the Upper School Office

REDUCED SCHEDULE POLICY FOR SENIORS

All SCA high school students, including seniors, are required to take seven academic classes or six academic classes and a study hall. Regardless of reduced schedule status, seniors must be enrolled in a minimum of five credit-bearing classes.

A reduced schedule may be granted to seniors only under the following conditions:

- The student experiences economic hardship and is employed for at least 10 hours per week (ongoing documentation required).
- The student is enrolled in an approved online or college course that is not offered at SCA. Enrollment in courses outside of SCA must receive prior written approval from the Academic Advisor and align with the SCA Policy Handbook.

Students who meet one of these criteria must submit a completed Application for a Reduced Senior Schedule.

A complete application includes:

- The Application for Reduced Senior Schedule Form (this form), and

One of the following:

- For employment-based requests: an **Employment Verification Form**
- For off-campus course requests: an **Academic Advisor Approval Form** and proof of enrollment (tuition receipt and registration confirmation showing enrollment dates)

Important

- No tuition discount is provided for an approved reduced senior schedule.
- Students on Academic Probation, a Behavior Contract, and/or an Attendance Contract are not eligible for a reduced senior schedule. If a student is placed on an Attendance Contract or Behavior Contract mid-semester, the student will immediately return to a full-day schedule.
- Reduced schedules are not permitted until official approval has been granted.
- Priority for morning classes is given to students whose weekday work schedules conflict with afternoon school hours. Documentation showing these work hours is required to receive priority for morning classes.

APPLICATION DEADLINES

Fall Semester

- Priority consideration: July 15
- Final deadline: August 1
- Late consideration: August 2 through the first day of school

Spring Semester

- Final deadline: Last day of the fall semester

AFTER APPROVAL

Employment

The student must provide ongoing verification from the employer to confirm continued employment throughout the school year. If ongoing documentation cannot be provided, the student will be scheduled for a full day.

Off-Campus Courses

A final transcript showing a passing grade of 70% or higher must be submitted to the High School Registrar upon completion of the course. Course enrollment and completion will be verified at the end of each semester in which the student is enrolled in an off-campus course.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

OFFICE USE ONLY

Approved by HS Principal

Date

Approved by Academic Advisor

Date

Updated Schedule: ☐ Yes ☐ No

Date



Revised 06.17.2026