

High School Course Selection/Scheduling Process

High school course selection for the next school year takes place upon return from president's day weekend at the end of February each year. It is a two-week process. Week 1, your counselors will deliver classroom guidance presentations via English/History classes on graduation requirements, how to choose classes for the following year and to answer general questions. During this time your counselor will distribute course selection sheets. During week 2 of registration, your counselors will return to classrooms and sit with students for course advising and collection of course request sheets. **Students should carefully consider their course selection, as the master schedule is built around student requests.**

Students will receive a draft schedule (subject to change) on "Get Your Stuff Day" in August. If a student wishes to make changes to their schedule, they may fill out a course change form. Copies of the master schedule will be available for student reference. Changes are not guaranteed as we must consider class sizes/balance, required coursework, period availability and course conflicts. Any change request forms should be submitted on get your stuff day so counselors can process schedule change requests before school starts. Please refrain from multiple schedule change emails or voicemails.

Official student schedules will be distributed on the first day of school. All students MUST follow this schedule, even if they anticipate a schedule change. Counselors will only see students for schedule changes on the first day of school due to errors. Errors are gaps, double periods, or incorrect placement (ex. An 11th grade student placed in a 12th grade English class).

If any schedule change requests are not resolved by completing the schedule change form on Get Your Stuff Day, counselors will see students for schedule change appointments beginning on day 2 of school, starting with 12th grade, day 3 for 11th, day 4 for 10th and day 5 for 9th. Students should sign up for their appointment the day before at lunchtime. Counselors will be set up near the cafeteria to sign students up for appointment slot and to give them their appointment pass. Counselors will not see students for schedule changes without an appointment pass. The appointment day is the last opportunity for students to make changes to their schedule. Schedule changes after the first week of school are incredibly disruptive for both teachers and students.

Counselors will not change schedules for courses that were originally requested, or for period, teacher, or classmate preference.