

Teacher Recommendation and Registration Process 2018-19

-Students & homeroom teachers will be emailed a “flipped” version of registration meeting content to review BEFORE January 8.

January 8 Homeroom Registration Meeting

- Homeroom teachers load PowerPoint to review in homeroom.
- Course Guide – available on our website under Academics

January 8-18 Students get recommendations from classroom teachers

- Departments should have a uniform way of recommending students for classes.
- Teachers need to sign for the HIGHEST level they think the student is capable as demonstrated by their current work.
- Students select classes online with input from parents.
- Course Guide – available on our website under Academics

January 19 – January 26 Homeroom teachers review recommendation forms

- Homeroom teachers should look at the “big” picture of class load, homework expectations, extra curricular activities, etc.
- Verify that students have signed up for an appointment with a counselor.

**Jan 29 & 31 – 11th grade Counseling staff meet with each student to look at overall schedule,
February 2 – 10th grade graduation requirements, 4-year plans, dual enrollment options, discuss
February 5 - 9th gr. wavier and academic review options. This year students will be given
(February 7 – missed appts.) appointments with counselors through sign-up genius. All teachers will be
given a schedule.**

Until March 1 Counselors continue to meet with students individually as needed

February 12 Registration packets mailed to families

- Cover letter with instructions and registration fee amount and deadlines
- Class request form listing course requests, parents need to sign & return this form, & request waiver meeting if needed.
- Financial agreement form/tuition calculation worksheet

March 1 Private School Aid Services (PSAS) forms are due

April 15 Family initiated course change/wavier deadline

- Teachers give waivers to counselors, counselors make changes and meet with students regarding the schedule change

April 15 Registration fee and tuition calculation/financial agreement form is due

- (Registration fee increases from \$100 to \$200 after April 15)
- Class request lists to department chairs for review and sharing with departments

April 1 – 22 Teacher initiated course changes

- Teachers meet with students and contact parents, give waiver option with the deadline of April 30.

Apr 30 Teacher initiated course change waiver deadline

- Teachers give waivers to counselors, counselors make changes and notify students regarding the schedule change.

May 1 Master schedule building begins, teacher assignments for 18/19 completed.