

# COURSE REGISTRATION PROCESS GUIDE for Students and Parents

## Grades 9-11

- ❑ Understanding and following the scheduling process is important. Choosing the right courses is essential for academic success.
- ❑ **Every effort is made to satisfy all course requests. Students' first choices during this process are critical. It is difficult and often not possible to meet requests when students change their minds about their choices after the registration deadline.**
- ❑ After the February / March deadline and the accuracy review in April and May, student schedules are only adjusted for a compelling academic need and no later than the end of the first week of August. (See page 23 of the Student Planner).

### February

- Teachers, students, and parents begin conversations about course choices.
- Teachers enter course recommendations in PowerSchool.
- Counselors and advisors work with students by grade in class and via Zoom to clarify graduation requirements and explain how to enter course selections into PowerSchool.
- Parents and students discuss and make decisions about course selections and alternate selections. During this time, parents and students are encouraged to **consult current teachers and counselors, the online Educational Guide, and the four-year planning worksheet (p.14).**
- **Final Junior course registrations due by Monday, February 15**
- **Final Sophomore course registrations due by Monday, February 22**
- **Final Freshman course registrations due by Monday, March 1**

### March

- Student course selections are reviewed by the school for accuracy and adjustments are made.
- Student course selections are analyzed to determine staffing and the number of sections of each class, and construction of the master schedule begins.

### April - May

- The master schedule is completed.
- Student schedules are reviewed for accuracy.
- In the event a course does not fit into a student schedule, the student is enrolled in the alternate choice.

### July

- Final student schedules are available in PowerSchool.

### August - September

- School begins. In the event a student finds a course too easy or challenging, schedule changes are made in consultation with parents, teachers and counselors during the first two weeks of the school year.