

IMPORTANT SCHEDULING INFORMATION

As we gear up for the 2017-18 school year, we would like to remind all families of the registration process so you can better understand the limitations regarding schedule changes.

We began a very intentional process with students in January by having teachers explain course offerings within the various subject areas in addition to making course recommendations. Students had time to discuss their course requests with parents and pre-register for classes on PowerSchool. Counselors met with students in February, following the online registration window, to ensure students had made the best possible selections. This year in April, students were given an extra opportunity to work with their counselors and make changes to their requests as well. The master schedule was then built based on students' requests.

Changes to student schedules for reasons that aren't academically necessary places great strain on the master schedule and compromises student achievement via uneven class sizes. Therefore, changes to a student's schedule will only be made if circumstances are compelling and supported by data.

Priority will be given to changes that **are deemed academically necessary**. Some examples are:

- student is missing a required class
- student has been scheduled for multiple courses in a single period
- student completed a scheduled course during summer school
- teacher integrity is not intact (should keep the same teacher in a year-long core course)
- student has a need based on a documented disability
- student needs to make up a class that was failed in the past

Examples of changes that are **not deemed academically necessary**:

- student wishes to change a teacher
- student wishes to change order of classes
- student wishes to change the hour of study hall(s)/release(s)
- students wishes to change the hour of PE or type of PE

If students are scheduled for five classes and a PE, or less, we strongly encourage students to consider adding an elective to bring their total to a minimum of 6 classes each semester. Due to demand, some electives may be hard to come by. Please try to provide your counselor with a few options of electives on the schedule change form. Please also keep in mind, at this late date, it will not be possible to change your entire schedule to accommodate a preferred elective.

Counselors return to the office August 9, 2017. Change requests will be accepted via email or in person using the official schedule change request form. This form is available on the Kennedy website, the Canvas Counseling Bulletin and in the Counseling Office. Students will be expected to follow their current schedule according to Power School until an official decision or change has been made and communicated to them.

Below are changes in Counselor Assignments for the 2017-18 school year:

Shawn Thomsen – 9th Grade Facilitator

Rachel Collins – 10-12 Counselor (Last Names A-DR)

Elizabeth Wessels – 10-12 Counselor (Last Names DS-JA)

Tracie Guenther-Yoke – 10-12 Counselor (Last Names JB-MO)

Lori Clore – 10-12 Counselor (Last Names MP-SH)

Andy Jacobsen – 10-12 Counselor (Last Names SI-Z)

Sincerely,

The Kennedy Administrative and Counseling Teams