

## IMPORTANT SCHEDULING INFORMATION

As we gear up for the 2018-19 school year, we would like to remind all families of the course registration process so you can better understand the limitations regarding schedule changes.

In January, a very intentional process began with students by having teachers explain course offerings within the various subject areas in addition to making course recommendations for the upcoming school year. Students had time to discuss their course requests with parents and register for classes on PowerSchool. Counselors met with students in February to ensure students had made the best possible selections. In April, students were given another opportunity to review their course requests during homeroom and make adjustments. 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 has been scheduled for multiple courses in a single class period
- student is missing a required class
- 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 or type of PE class

We strongly encourage students to be enrolled in at least 6 classes each semester. Due to demand, some electives may be hard to come by at the beginning of the year. Students are encouraged to provide their counselor with a few elective options when completing the schedule change form. Also, please keep in mind, in August it will be unlikely to change an entire schedule to accommodate a preferred elective.

Counselors return to the office August 8, 2018. Official schedule change request forms will be accepted via email or in person. 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.

### Counselor Assignments for the 2018-19 school year:

Shawn Thomsen – 9<sup>th</sup> 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