

PROCEDURES FOR COURSE REQUESTS 2019-2020

<p>WEDNESDAY FEBRUARY 27 FLEX mod</p>	<ul style="list-style-type: none"> Academic Department and the Office of School Counseling will provide the Procedures for Course Requests handout along with an instructional video (10 minutes) explaining each step of the course request process. Students will enroll in a designated Schoology Course. Course catalog, the link to apply for restricted electives (Creative Photography, FCS 2, Journalism 1 Newspaper, Journalism 1 Yearbook, Multimedia Design 1, Multimedia Journalism), additional instructions, course request resources, etc. available via Schoology.
<p>TUESDAY March 12</p>	<ul style="list-style-type: none"> Completed applications for restricted electives and/or AP Capstone due by 7:50 a.m.
<p>TUESDAY March 19</p>	<ul style="list-style-type: none"> Restricted electives primary and space available lists posted to Schoology @ 3:00 p.m.
<p>TUESDAY March 26</p>	<ul style="list-style-type: none"> Students take Course Request worksheet via Notability/iPad to ACADEMIC classes to confer with each teacher (English, math, science, social studies, & world languages teachers must initial the worksheet after each conference). F mod teachers will consult on Wednesday. Students take Course Request worksheet via Notability/iPad to second or higher level elective teacher to request approval. Students write in unrestricted electives on Course Request worksheet via Notability/iPad Students who applied for restricted electives must CHECK POSTED LIST. <ul style="list-style-type: none"> If your name is on the “primary” list, you must enter the cafeteria-stage area during your lunch or after school to confirm the class with an administrator/counselor. If your name is on the “space available” list, you will confirm tomorrow if a space is available. If you are not on either list, you must choose a non-restricted elective.
<p>WEDNESDAY March 27</p>	<ul style="list-style-type: none"> Students take Course Request worksheet via Notability/iPad to ACADEMIC classes to confer with each teacher (English, math, science, social studies, & world languages teachers must initial the worksheet after each conference). Students take Course Request worksheet via Notability/iPad to second or higher level elective teacher to request approval. Students who applied for a restricted elective and are on the “space available” list must check the posted list to see if space is available and confirm the class with an administrator/counselor on the cafeteria-stage before school or during lunch.
<p>THURSDAY March 28</p>	<ul style="list-style-type: none"> Students take Course Request worksheet via Notability/iPad to ACADEMIC classes to confer with each teacher (English, math, science, social studies, & world languages teachers must initial the worksheet after each conference). Students take Course Request worksheet via Notability/iPad to second or higher level elective teacher to request approval.
<p>MONDAY April 1</p>	<p>8:00 a.m. DEADLINE to submit signed <u>Course Request Worksheet</u> to the designated Schoology “assignment” and to submit a request for a <u>Waiver Conference</u> (if desired)</p> <ul style="list-style-type: none"> Incomplete paperwork may delay the course request processing; some courses may close. In the event a course closes, the student will be placed in an alternate course.
<p>April 1 - 10</p>	<p>Forms processed</p>
<p>April 11 – May 10</p>	<p>WAIVER appointments</p> <ul style="list-style-type: none"> If a WAIVER is granted, student will take the waiver form home to discuss with a parent/guardian and to sign the waiver that evening. Student will return the signed waiver <u>the following day.</u> Administrator will change the schedule in FACTS.