
SCHEDULING YOUR DAUGHTER'S CLASSES FOR 2019-2020

Date for parents: January 15th, 2017 5:30 to 7:30 Scheduling Process Presentation and Q&A

Dear Parents,

It's time for your daughter to choose classes for next year. Your daughter's teachers will recommend and approve the courses she may choose from next year. This new process ensures your daughter will take courses that challenge her and support her learning needs.

[This link will lead to a 2:43 second video \(https://www.youtube.com/watch?v=SsbfL1Xh3CA&feature=youtu.be\)](https://www.youtube.com/watch?v=SsbfL1Xh3CA&feature=youtu.be) that provides an overview of the scheduling process. Whether you watch it or not, here are the top five things you need to know about scheduling:

1. On January 16th, your daughter will receive a personalized email with the classes her current teachers recommend for next year.
2. On January 17th, your daughter will have the opportunity to ask teachers and department chairs questions about classes including those her teachers approved and recommended. **Please note:** College Counselors will be unable to schedule your daughter in any class that is not on the approved list.
3. Our Scheduling Website will open on January 17th and provide a one-stop shop for all things course advisement including the course catalog, a detailed, step-by-step slideshow about course advisement, and the timeline. You can also view our policy about AP courses and review the AP contract on the site.
4. After you and your daughter review her teachers' recommendations and discuss options, your daughter will fill out the Course Request Form and then schedule a meeting with her college counselor. Your daughter will meet one on one with her counselor to discuss her choices, ensure her classes align with her potential goals, and formally choose her courses. **Note:** She may not make changes to the courses she selects after this point during the schedule building process so it is important to have the discussions before the meetings with counselors.
5. **If you have questions: On Tuesday, January 15 from 5:30 - 7:30 p.m.**, I will have a scheduling presentation followed by a Q&A in the Library.

We look forward to course scheduling. Look for the fancy website on January 17th, under the student tab of the CHS main site.

Elizabeth Chaponot, Ph.D.
VP for Academics and Ed Tech



