

Dear High School Students and Parents:

This e-mail contains high school COURSE REQUEST procedures for School Year (SY) 2022-2023. We will continue to use a three-phased approach to ensure students' COURSE REQUESTS are tailored to their ability, aptitude, and interest level to best prepare them for their freshman year of college and their intended undergraduate field of study. Parents, the timely completion of your student's reenrollment will have a direct bearing on your COURSE REQUEST process as Phase III's Academic Advisement Meetings will be reserved for students who have been "reenrolled."

PHASE I: COURSE REQUEST PRESENTATIONS

STUDENTS: On Monday, January 24th, formal COURSE REQUEST presentations will be given during an "activity day schedule" assembly. Rising 9th-12th graders will receive a presentation containing information on, but not limited to, the following: Prince Avenue's high school diploma classifications and the Carnegie Units and the academic rigor required for each; course selections by content area within grade; prerequisite courses and grade/GPA requirements to qualify for Honors, Advanced Placement, and College Dual Enrollment level courses; college planning and COURSE REQUEST input procedures in FACTS. Students will also be provided a paper copy of their course options to annotate with their course selections for subsequent parent review.

PARENTS: On Monday, January 24th, a formal COURSE REQUEST presentation specifically for parents will be provided from 6:00-8:00 in the PABC worship center. Topics covered will include the same information given to students earlier that day, plus additional general information and tips on college admission standards and a question and answer period specifically designed for parents. It is highly recommended that parents of rising ninth through twelfth grade students attend this meeting to hear pertinent information that will be useful in selection of courses and your personalized advisement meetings that will follow.

PHASE II: INPUT FACTS COURSE REQUESTS

Following the COURSE REQUEST PRESENTATIONS on Monday, January 24th, FACTS will be opened on Tuesday, January 25th for students to input their COURSE REQUESTS for SY 2022-2023. Instructions on how to input COURSE REQUESTS into FACTS will be printed on the handouts distributed at the student and parent COURSE REQUEST PRESENTATIONS on January 24th. We do ask that your course requests be submitted through FACTS prior to your advisement meeting.

PHASE III: ACADEMIC ADVISEMENT MEETINGS

Students will be sent a link on Tuesday, Jan. 25th to sign up for an academic advisement appointment during the month of February. Please do not make an advisement appointment through the link until the student has entered their COURSE REQUEST selections for SY 2022-2023 AND has reenrolled through the admissions office. Appointments made prior to taking these two steps will need to be rescheduled.

During this "one-on-one" meeting, students and parents will review their COURSE REQUESTS, Carnegie Units and academic rigor for the student's intended diploma classification, and receive college planning/admissions counseling. To ensure continuity within the academic counseling pool, counselors are assigned as follows:

Rising 11th & 12th Grades: Mrs. Lisa Ricketts, Rising 9th & 10th Grades: Mrs. Lizzie Hudlow

SUMMARY OF IMPORTANT DATES

January 24: Student course request presentation during the school day

January 24: Parent course request presentation in the PABC worship center 6:00-8:00

January 25: FACTS opened for course requests

Month of February: Academic Advisement Meetings

We look forward to working with all the high school students and their parents in the next few weeks to identify COURSE REQUESTS for SY 2022-2023.

Sincerely,

Daniel Head, High School Principal
Lisa Ricketts, Director of Academic Counseling
Lizzie Hudlow, Assistant Director of Academic Counseling
Kendall Eley, Academic Dean