

Hello Husky Students and Families,

The counselors are excited to present information on the scheduling process for the 2023-2024 school year. We wanted you to be aware of the upcoming dates and events. Below is a list of dates/events for ALL students to complete the scheduling process.

Scheduling Showcase & Elective Presentations (February 1, 2, & 3)

Students will see a presentation from multiple teachers about various course and program offerings. On February 3 at the beginning of EACH hour, teachers will talk to their classes about offerings specific to their program or department.

Course Request Form (January 31)

The day before the Scheduling Showcase, students will be given a paper form to brainstorm their course requests. These forms **require** a parent signature. Please ask your student about this form and have conversations at home regarding their course selections.

4 Year Plans

Counselors will conduct brief classroom presentations to get students started on their 4 year plans to all English classrooms prior to February 1. Students will gain access to an electronic plan (Google Sheet) that they will save to their Google Drive. Students are encouraged to revisit their 4 year plan regularly.

Minute Meetings

Throughout the month of February, counselors will meet individually with ALL students to confirm the course requests that they've entered in PowerSchool. These are brief, non-confidential meetings to ensure that all students have complete and appropriate course requests. **Students are expected to turn in their SIGNED (by the student and parent/guardian) course request form at their Minute Meeting.**

9th Grade: February 7 & 9

10th Grade: February 13 & 14

11th Grade: February 23 & 24

8th Grade: February 27 & 28

After we have gathered each student's course requests, the master schedule of courses can be created. After the master schedule has been built, the course requests are used in Powerschool to create a schedule for students. If there are conflicts, counselors work hard to ensure all students have a full schedule.

If there is interest in participating in dual enrollment, work experience or co-op (11th and 12th grade) or taking an online course, students will be able to indicate interest when requesting courses. We will be sending information regarding next steps for these programs before the end of the school year.

Please note, counselors make every effort to create a schedule for students to fit all of their requests, however, we cannot guarantee that all of the requested classes will fit in their schedule or be available due to class sizes. Lastly, we want to remind you that there will be **NO** schedule changes for semester one and semester two once the schedule change request window has closed in August. If your student would like to request a schedule change, please remind them to do so during the request window in August. An email alerting them that the change request is open will be sent to their student email.

Thank you for your continued partnership and involvement in this process.

FHN Administration & Counseling Department