

# LYME-OLD LYME HIGH SCHOOL

*Small Schools, Big Ideas*



*Challenging \* Achieving \* Excelling*

## REGION #18

### SCHOOL COUNSELING DEPARTMENT

March 2019

Dear Students and Parent(s)/Guardian(s) of the Class of 2020, 2021, 2022;

We are about to begin the scheduling process for the 2019-2020 school year. This process includes receiving course level recommendations from current LOLHS teachers and choosing courses that reflect areas of interest as well as courses that will help with one's future endeavors.

We, in the School Counseling Department, are excited about the upcoming process, as once again, we will be using the *PowerSchool On-line Scheduling Portal*. This method makes the scheduling process more efficient and timely.

#### **The following dates reflect the timeline for the 2019-2020 Scheduling Process:**

**March 6<sup>th</sup> - March 18<sup>th</sup>:** Teachers will initiate a discussion with each student to share their recommendations for the appropriate course and level to pursue next year. Students will indicate the recommended courses on their *Course Selection Sheet* and utilize it during the on-line registration process. The Course Selection Sheet **MUST** be turned into the School Counseling Department after the on-line registration is completed.

**March 18<sup>th</sup> – April 1<sup>st</sup>:** **The *PowerSchool On-line Registration Portal*** will open for all students on Monday, March 18, 2019 and close on Monday, April 1, 2019. It is our hope that parent(s)/guardian(s) will assist students with the on-line registration process. Step-by-step instructions to complete the on-line process are attached to this email but also available on the LOLHS website: <https://www.region18.org/page.cfm?p=101>. This information is also posted on Canvas which all students can access. **Please remember, it is crucial to hit SUBMIT once the appropriate classes have been selected on the PowerSchool On-line Registration Portal.**

Students can receive help with the On-Line Registration Process on Tuesday, March 19<sup>th</sup> and Wednesday, March 20<sup>th</sup> in the Library/Media Center.

Ms. Lenz:	Tuesday, March 19 <sup>th</sup> , during Periods 1, 2, 3, 4
Mrs. Rodriguez:	Wednesday, March 20 <sup>th</sup> , during Period 5
Ms. Williams:	Wednesday, March 20 <sup>th</sup> , during Periods 6, 7, 8

If any student needs additional help from their School Counselor, he/she is encouraged to make an appointment with their counselor.

COUNSELORS *Tracy A. Lenz, M.Ed., Director of School Counseling*  
*Colleen Rodriguez, M.Ed.; Joanna Williams, M.A.*  
DEPARTMENT SECRETARY *Glynis Houde; CEEB CODE: 070600*  
69 Lyme Street, Old Lyme, Connecticut 06371 T: 860-434-2255 F: 860-434-4455

If parent(s)/Guardian(s) disagree with the level recommended for a particular subject, you may consider the Course Override Process and begin by communicating (in-person/phone/email) with the current LOLHS academic teacher as to the advisability of a course or level change. If, after the discussion, you ultimately decide to pursue a Course Override, you will need to complete a *blue Course Recommendation Override Form*: **these forms are available in the School Counseling Office. The deadline to complete this process and submit the paperwork to the LOLHS School Counseling Department is Monday, April 1, 2019. Upon receipt of the Course Recommendation Override form, the course selection will be adjusted to reflect the new course or level.**

**During the week of April 8<sup>th</sup>:** You will receive a list of the *requested* courses for the 2019-2020 school year. Please review the course list to ensure it is complete and accurately represents the requested courses. **If the list is incorrect, please indicate the necessary corrections on the course list and return to the School Counseling Office by Friday, April 26<sup>th</sup>.**

**Please keep in mind....**

- Students must utilize the Alternative Section of the On-Line Scheduling page to provide backup choices in case there is a conflict with the schedule and he/she cannot get another requested course. We ask students to select two – three alternative elective courses. Things change quickly during the scheduling process so a student is more likely to get a desirable schedule if they provide Alternative selections.
- Students' course requests drive the development of the overall Master Schedule; students must make solid choices and be committed to their course requests for the 2019-20 school year.
- Upon completion of the schedule, students will not be able to change their classes to facilitate a late arrival/early dismissal. Students are making a commitment to their course requests regardless of where the course falls within the daily schedule rotation.
- All LOLHS students must take a minimum of 6.5 credits including PE.
- 8 is the maximum number of scheduled credits you may select as the classes must fit into our 8 period class rotation.
- Any time within the 8 periods which is not scheduled will be a study hall.

If you have questions about the PowerSchool On-line Registration Process, please feel free to contact Tracy Lenz at Lyme-Old Lyme High School at 860.434.2255 or [lenzt@region18.org](mailto:lenzt@region18.org). As always, please feel free to contact a School Counselor if you have any questions about the courses to choose for the 2019-20 school year.

Sincerely,

Lyme-Old Lyme High School  
School Counseling Department