

# Centennial High School Course Registration Timeline for 2024-2025 School Year



**\*Middle school families should confirm dates and timelines with their middle school transition point of contact**

<p><b>January 11, 2024</b> <b>6:30 PM</b></p>	<p><b>AP/IB/DE Night</b></p> <ul style="list-style-type: none"> <li>Curriculum experts will present details of Centennial advanced studies course offerings.</li> <li>Departments provide QR codes linked to curriculum or pathway one-pager</li> <li>Following a presentation in the auditorium, parents and students will be able to visit classrooms for more specific information presented by the course teacher.</li> </ul>
<p><b>January 18, 2024</b> <b>6:30 PM</b></p>	<p><b>Dual Enrollment Night</b></p> <ul style="list-style-type: none"> <li>Centennial Counselors will present on the Dual Enrollment registration process and selection criteria in the cafeteria from 6:00-7:00 pm.</li> <li>The deadline for all paperwork to participate in Dual Enrollment for the 2024-2025 School Year is March 31, 2024.</li> </ul> <p>Parameters can be found here: <a href="https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/">https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/</a></p>
<p><b>January 19, 2024</b> <b>(Estimated Date)</b></p>	<p><b>Initial Rollover from Student Information</b></p> <ul style="list-style-type: none"> <li>Teachers will gain access to submit course recommendations.</li> <li>The date is set by Fulton County Schools and is subject to change.</li> </ul>
<p><b>January 22, 2024</b></p>	<p><b>Centennial Curriculum and Registration Resources Released</b></p> <ul style="list-style-type: none"> <li>The CHS Curriculum Department will release content curriculum guides and other important resources on the Centennial High School Counseling page of the school's website.</li> <li>The CHS Curriculum Department will release resources to assist Centennial families in navigating the registration process.</li> </ul> <p>The resources will include registration documents and information regarding course progression and course options for students.</p>
<p><b>January 24- February 2,</b> <b>2024</b></p>	<p><b>Teachers Make Course Recommendations in Infinite Campus</b></p> <ul style="list-style-type: none"> <li>During this time, teachers will recommend students for courses based on current course performance and curriculum placement guidelines.</li> <li><b>Students should leverage this time as an opportunity to schedule meetings with the content teacher to ask questions about course recommendations.</b> Teachers</li> </ul>

	<p>use multiple data points beyond grades to determine a student’s placement (<i>including but not limited to time-management skills, maturity, the ability to work with others, and student agency/the ability to advocate for oneself if struggling</i>).</p>
<p><b>January 29- February 2, 2024</b></p>	<p><b>Electives Selection for Current Centennial Students</b></p> <ul style="list-style-type: none"> <li>On the Elective Form, students should rank their top 5 electives, with 1 being the <i>most</i> desired and 5 still being desired. <b>Please note that due to unanticipated schedule issues, when the master schedule is released, students may not get their top elective choice.</b> Students should be prepared to take any elective that is on their top 5 list.</li> </ul>
<p><b>February 1, 2024 6:00 PM in Centennial Auditorium</b></p>	<p><b>Rising 9<sup>th</sup> Open House</b></p> <ul style="list-style-type: none"> <li>Rising 9<sup>th</sup> Grade students and families are invited to meet Dr. Blackwell and hear about Centennial High School from our counselors and department chairs. There will be an opportunity to ask questions.</li> </ul>
<p><b>February 27- March 6, 2024</b></p>	<p><b>Student Course Verification Form: Round 1</b></p> <ul style="list-style-type: none"> <li>Students will receive their <i>Course Verification Form</i> that indicates teacher course recommendations and electives- February 27 during Knight Training Time</li> <li>Students will review the teachers’ recommendations and their elective classes. If a student would like to change the course recommended or an elective, they must complete and turn in the course verification form to the counseling office by March 6<sup>th</sup>.</li> <li>Course Verification forms <b><u>MUST</u></b> be signed by a parent.</li> <li><i>A few examples of unanticipated schedule issues:</i> your preferred electives are offered in the same period, and you must choose one. An elective course is offered at a time of day that conflicts with other required or needed courses for graduation. The course does not fit in your schedule based on your other course selections (AP, DE, FVS, GAVS, Senior Reduction).</li> </ul> <p><b><u>CRITICAL INFORMATION ABOUT Course Verification Forms:</u></b></p> <ul style="list-style-type: none"> <li>If students want to drop down in rigor, they must indicate such on the form.</li> <li>If students are waiving to go into a more rigorous course than recommended, the student should first speak with their teacher. Course waiver forms will be available on March 19<sup>th</sup> so that students can see their 9-week progress report.</li> <li>If students want to take an online course for the 2024-2025 School Year, this is when they select the online course and complete the online course contract. When courses are released, you can view them below: <ul style="list-style-type: none"> <li><a href="#">FVS Course Catalog</a></li> <li><a href="#">GAVS Course Catalog</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• If students plan to participate in Dual Enrollment for the 2024-2025 School Year, there are several additional tasks and paperwork to be completed outside of writing it on this form. See the DE Information on the Centennial website. Writing that you want DE does not automatically register you.</li> <li>• If you wish to take a course that requires an audition (ex., Performing arts) or application (ex., student aide), make sure you write in an additional backup option in the event you are not accepted into your desired course.</li> </ul>
<b>February 28- March 5, 2024</b>	<p><b>Scheduling Blitz: Centennial Counselors Available for Course Recommendation/Elective/Pathways Advisement</b></p> <ul style="list-style-type: none"> <li>• The Centennial Counseling team will be available to answer student questions related to course registrations and how that will impact their graduation track.</li> <li>• By grade level in the gym lobby all three lunches.</li> </ul>
<b>March 6, 2024</b>	<p><b>Round 1 Course Verification Forms Due</b></p> <ul style="list-style-type: none"> <li>• Students must turn in their <i>Course Verification Form</i> to the Counseling Office.</li> </ul> <p><b>*Students who do not turn in a <i>Course Verification Form</i> will be assigned courses based on the scheduling software and forfeit their ability to change their final course schedule.</b></p>
<b>March 7 – March 18, 2024</b>	<p><b>Counselors Processing of Student Course Verification Forms</b></p> <ul style="list-style-type: none"> <li>• Counselors will make all student course change requests by March 19.</li> <li>• There may be limited availability to counselors during this period. Please allow counselors the time and space to review forms and adjust students’ registrations accurately.</li> </ul>
<b>March 19 – March 25, 2024</b>	<p><b>Students Receive Round 2 FINAL Verification Sheet</b></p> <ul style="list-style-type: none"> <li>• Students will receive a <i>Verification Sheet</i> during Knight Training Time on Mar 19.</li> <li>• This form is for the student and family to keep, to ensure that all changes that were requested were made.</li> <li>• If changes were not made or if there is an inaccuracy, students must return the <i>Verification Sheet</i>, with both: <ul style="list-style-type: none"> <li><b>a) the inaccuracy highlighted</b></li> <li><b>b) an annotation of the necessary change</b></li> <li><b>c) parent and student signature</b></li> </ul> </li> </ul> <p>If both A, B, and C (above bullet) are not on the <i>Verification Sheet</i>, the changes will not be made.</p>
<b>March 31, 2024</b>	<p><b>Dual Enrollment/FVS/GAVS &amp; Course Waiver Paperwork Deadline</b></p> <ul style="list-style-type: none"> <li>• If your student is planning to participate in Dual Enrollment/FVS/GVS for the 2024-2025 School Year, ALL paperwork must be submitted to Counseling by</li> </ul>

	<p><b>March 31, 2024.</b> This falls on a Sunday, so aim to have all paperwork submitted in person or via email by the deadline.</p> <ul style="list-style-type: none"> <li>• This is a <b><u>hard county deadline</u></b> – no paperwork will be accepted after this date.</li> <li>• Course waivers are also due at this time.</li> <li>• Students are encouraged to follow the processes and deadlines posted on the Centennial Website.</li> </ul>
<p><b>April 22, 2024</b></p>	<p><b>Building of Master Schedule Begins</b></p> <ul style="list-style-type: none"> <li>• Based on results of teacher recommendations and student elective selections, master schedule is built.</li> <li>• IMPORTANT – during this time certain courses may not be offered due to low interest and staffing.</li> </ul>
<p><b>May 13 – May 17</b></p>	<p><b>Final Look Student Course Requests</b></p> <ul style="list-style-type: none"> <li>• Students will receive the <i>Final Course List</i></li> <li>• The <i>Final Course List</i> is not a schedule. It only indicates the course the student will be enrolled in for the following school year.</li> <li>• Based on staffing and students' <i>Final Course List</i>, the Administration will finalize the master schedule.</li> </ul>
<p><b>Registration Team Contact Information</b></p>	
<p><b>Gail Ritchie</b> Curriculum Assistant Principal (Scheduler) <a href="mailto:ritchieg@fultonschools.org">ritchieg@fultonschools.org</a></p>	<p>Centennial High School counselors are assigned to caseloads based on students' last names.</p> <p>Please be sure you are reaching out to the proper counselor with questions or concerns during the Course Registration process:</p> <p>    Nsikan Ekpo: <a href="mailto:ekpo@fultonschools.org">ekpo@fultonschools.org</a> Supporting students and families: A – Dn</p> <p>    Heidi Ruppe: <a href="mailto:ruppe@fultonschools.org">ruppe@fultonschools.org</a> Supporting students and families: Dn - Kn</p> <p>    Melissa Freeman: <a href="mailto:freemanma@fultonschools.org">freemanma@fultonschools.org</a> Supporting students and families: Ko - Ri</p> <p>    Hella Peart: <a href="mailto:peart@fultonschools.org">peart@fultonschools.org</a> Supporting students and families: Rj - Z</p>
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