

## Innovation Academy Scheduling Timeline and Process

Date and Event	Details
<b>Tues, Jan. 9</b> <i>9<sup>th</sup> Grade Parent Meeting – Virtual</i> 7:00pm Teams	Scheduling 101
<b>Wed, Jan. 10 &amp; Thurs, Jan. 11</b> <i>9<sup>th</sup> Grade Student Scheduling Workshops</i>	Counselors meet with all 9 <sup>th</sup> graders during GT Block to review their 4-year plan and explain scheduling
<b>Wed, Jan. 10</b> <i>Dual Enrollment Night</i> 6:30pm IA Auditorium	Counselors host information for rising 11 <sup>th</sup> and 12 <sup>th</sup> graders and their parents on Dual Enrollment.
<b>Wed, Jan. 10</b> <i>AP Night</i> 7:30 pm IA Auditorium	Parents and students pick up to 3 AP classes they want to learn more about. Meet in the auditorium and then rotate to the different classes they have picked
<b>Fri, Jan 12</b> <i>Gifted Internship and Work-Based Learning applications Available</i>	Gifted Internship and Work-based Learning applications available via IA All Students Team.
<b>Thu, Jan. 18</b> <i>Q&amp;A with Counselors</i> Lunch (4 <sup>th</sup> & 5 <sup>th</sup> Periods) Mission Control	Students drop in to ask questions.
<b>Tue, Jan 23</b> <i>Current 11<sup>th</sup> Grader Scheduling 101</i> During Lunch Auditorium	Optional meeting for 11 <sup>th</sup> graders to go over information to make their scheduling selections.
<b>Wed, Jan 24</b> <i>Current 10<sup>th</sup> Grader Scheduling 101</i> During Lunch Auditorium	Optional meeting for 10 <sup>th</sup> graders to go over information to make their scheduling selections.
<b>Fri, Jan 26</b> <i>9<sup>th</sup> Grade Four Year Plans Uploaded</i>	The four-year plans were created during the workshops on 1/10 and 1/11
<b>Mon, Jan 29 – Feb 2</b> <i>Teacher Course Recommendations and Electives Selection</i> <i>Gifted Internships Requested</i>	Teachers make course recommendations and students choose elective courses using the Course Elective form.
<b>Fri, Feb 2</b> <i>Course Elective Form Due</i> <i><u>WBL Interest Form Due</u></i> <i><u>Gifted Internship Form Due</u></i>	This is the deadline for the Work-Based Learning Interest Form, the Course Elective Form, and the Gifted Internship form.

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<p><b>Mon, Feb 5 – Fri, Feb 9</b>  <i>Course Plans updated with Elective choices and WBL interest</i></p>	<p>Students cannot meet with their counselors about making scheduling changes at this time. The next opportunity to discuss scheduling changes is on February 12<sup>th</sup> once students receive Course Verification 1.</p>
<p><b>Mon, Feb. 12</b>  <i>Course Verification #1 Handed Out Available in Counseling:</i></p> <ul style="list-style-type: none"> <li>• <i>Rigor (AP/Honors) Waivers,</i></li> <li>• <i>Peer Facilitation Forms,</i></li> <li>• <i>Senior Course Reduction Forms</i></li> </ul>	<ul style="list-style-type: none"> <li>• Course Verification #1 will be given out in 1<sup>st</sup> Period.</li> <li>• Students will receive their schedules and have the opportunity to review them for errors and request any changes. If a student is not recommended for an honors or AP course they want to be in, the student must meet with the teacher to review the waiver form. The waiver form must be signed by the teacher and parent.</li> <li>• Students who want to take Peer Facilitation as an elective need to have the Peer Facilitation Form signed.</li> <li>• Rigor Waivers, Peer Facilitation forms, and senior reductions forms will be available in the counseling office.</li> </ul>
<p><b>Mon, Feb. 12</b>  <i>10<sup>th</sup> Grade Parent Night (Rising 11<sup>th</sup> Graders)</i>            Virtual</p>	
<p><b>Tues, Feb. 13</b>  <i>10<sup>th</sup> Grade Meetings (Rising 11<sup>th</sup>)</i></p>	<p>Counselors will cycle through World History Classes to prep the students for choosing courses and review 4-year plans.</p>
<p><b>Tues, Feb. 13</b>  <i>11<sup>th</sup> Grade Parent Night (Rising 12<sup>th</sup> Graders)</i>            6:30 pm            IA Auditorium</p>	<p>Topics will include: WBL, Peer Facilitation, Internship, Dual Enrollment, Brag Sheets, Common App, Senior Reduction</p>
<p><b>Wed, Feb. 14 and Thu, Feb. 15</b>  <i>11<sup>th</sup> Grade Student Meetings (Rising 12<sup>th</sup>)</i></p>	<p>11<sup>th</sup> graders who need scheduling help can go to Hub 281/283</p> <p>February 14th</p> <ul style="list-style-type: none"> <li>○ Last names A-E – come to 281/283 HUB during 1st or 2nd</li> <li>○ Last names F-L – come to 281/283 HUB during 3rd or 4th</li> <li>○ Last names M-R – come to 281/283 HUB during 5th or 6th</li> <li>○ Last names S-Z – come to 281/283 HUB during 7th or 8th</li> </ul> <p>February 15th</p> <ul style="list-style-type: none"> <li>○ Last names M-R – come to 281/283 HUB during 1st or 2nd</li> <li>○ Last names S-Z – come to 281/283 HUB during 3rd or 4th</li> <li>○ Last names A-E – come to 281/283 HUB during 5th or 6th</li> <li>○ Last names F-L – come to 281/283 HUB during 7th or 8th</li> </ul>
<p><b>Thurs, Feb. 15</b>  <i>Gwinnett Tech DE Q&amp;A</i>            Lunch            6<sup>th</sup> Period Healthcare Students Only            Flight School</p>	<p>Gwinnett Tech at IA to talk about Dual Enrollment at Gwinnett Tech.</p>

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<p><b>Thurs, Feb. 15</b>  <i>9<sup>th</sup> Grade Parent Night (Rising 10<sup>th</sup> Graders)</i>            6:30 pm            IA Auditorium</p>	<p>Parents receive copies of their students' 4-year plans, a transcript, and explanation of how the scheduling process works.</p>
<p><b>Wed, Feb. 21 and Thurs, Feb. 22</b>  <i>9<sup>th</sup> Grade Lunch Q&amp;A</i>            IA Auditorium</p>	<p>9<sup>th</sup> Graders can stop by the auditorium during both lunches to ask questions before turning in their verification form</p>
<p><b>Thurs, Feb. 22</b>  <i>Course Verification #1 Due from Students</i>  <i>Peer Facilitation Forms Due</i>  <i>Rigor (AP/Honors) Waivers Due</i>  <i>Senior Course Reduction</i></p>	<ul style="list-style-type: none"> <li>• Students submit their First Course Verifications forms to the counseling office.</li> <li>• Waivers and Peer Facilitation forms should be stapled to the Course Verification form.</li> <li>• Forms must be date and time stamped in counseling before being placed in the counselor's submission box in order to be processed by the counselors.</li> </ul>
<p><b>Mon, Feb. 26<sup>th</sup> – Thu, Feb. 29</b>  <i>Counselors Answer Student Questions During Lunch</i>            Flight School (Suite 115)</p>	<ul style="list-style-type: none"> <li>• The counseling office will be closed to walk-ins during this week as counselors work on creating schedules from the Course Verification #1. Students can visit with counselors during their lunch. Counselors will be in Flight School.</li> </ul>
<p><b>Mon, March 4</b>  <i>Course Verification #2 Handed Out to Students</i></p>	<ul style="list-style-type: none"> <li>• Students will receive their schedules and have the opportunity to review them for a second time and request any changes.</li> <li>• All students must submit either their changes or acceptance of the Course Verification 2 form to the Counseling Office by end of school day on March 6th.</li> <li>• Parents and students must sign the form.</li> </ul>
<p><b>Mon, March 4 –            Wed, March 6</b>  <i>Counselors Answer Scheduling Questions During Lunch</i>            Flight School (Suite 115)</p>	<p>The counseling office will be closed to walk-ins during this week. Students should plan to ask their scheduling questions during lunch. Counselors will be stationed in Flight School to help.</p>
<p><b>Wed, March 6</b>  <i>Deadline to Return Course Verification Form 2</i>  <i>WBL Docu Sign Applications Due;</i>  <i>Interviews will be scheduled</i></p>	<ul style="list-style-type: none"> <li>• Paper copies of Course Verification 2 must be submitted to the counseling office by 4:15. Students must use the date/time stamp machine before submitting their forms to their counselor's folder.</li> <li>• If WBL Docu Sign not completed, WBL will be removed from the schedule and replaced with a virtual elective.</li> </ul>
<p><b>Fri, March 29</b>  <i>WBL Interviews Complete</i></p>	<p>Final list submitted to CAP and counselors</p>
<p><b>Late March</b>  <i>Rigor Contracts Due</i>            Virtual Process</p>	<p>Students who are carrying a rigorous course load and their parents must sign a rigor contract that they understand they are taking a more rigorous schedule than is recommended by IA.</p>
<p><b>Wed, May 1 – Mon, May 6</b>  <i>Final Course Loads Sent Out</i>  <i>Final Verification for ALL STUDENTS</i></p>	<p>Schedules are finalized and distributed to students.</p>

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<b>Mon, May 6</b> <i>All Dual Enrollment Schedules Finalized</i> <i>FVS and GAVS fall enrollments complete</i>	All dual enrollment registrations for fall with copy of schedule must be turned in to your counselor
<b>Fri, May 10</b> <i>All Verifications Complete</i> <i>DE Courses Loaded</i>	