

## Important Information Regarding Scheduling for 2025-2026

It is that time of year again--counselors are currently beginning to schedule the academic course requests for all current 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. Here are a few items to keep in mind:

- Parents/Guardians will be invited to the scheduling appointments for all current 8<sup>th</sup> and 11<sup>th</sup> grade students. **Students will attend in person while parents/guardians will attend virtually. Meeting links will be emailed closer to the appointment date.**
- The rising 12<sup>th</sup> grade meetings take place during a full class period and will include important information about post-secondary/college planning.
- Appointments for rising 10<sup>th</sup> and 11<sup>th</sup> grade students will take place throughout each day during the months of January and February in twenty minute time slots. Counselors have created a tentative schedule of appointments; however, due to the fluctuating daily demands of counselors, appointment times are subject to change on short notice. Parents may request a follow up appointment once all conferences have been completed. Conducting meetings with parents at the end of the scheduling cycle allows counselors to devote more time to ensure that questions and concerns are thoroughly addressed. Counselor contact information can be found on our [website](#).
- Course requests are not processed until all scheduling appointments are completed, so the timing of your child's appointment will not impact his/her 2025-2026 schedule.
- Please speak to your child about the courses s/he would like to request prior to the designated meeting time. This year, course selection will take place in the Genesis portal so that students in grades 9-11 may select courses online prior to meeting with counselors. The student registration portal will be open in late December through early January. More information about this process will be available soon. Resources that are available to you as you have discussions with your child before and after their scheduling meetings are: the Program of Studies (found on the SHSD website) and teacher course level recommendations. Teachers are in the process of inputting these recommendations in Genesis. Course selection sheets can be viewed on the BHS website.
- Please consider encouraging your child to schedule a study hall period if he or she feels he or she will need it. Many of our students will be balancing academic commitments with sports and employment. Please take this into consideration when creating requests rather than in September when the schedule is already committed.
- If you have questions about a course level recommendation, please reach out to the teacher for clarification. Teachers know the demands of the next level of courses as well as your child's abilities and work ethic, so it may be helpful to have a conversation prior to signing a waiver form.
- Your child has ample time this year to make changes to their requests. We do, however, ask that all changes to requests be made prior to April 1, 2025. Each student's schedule requests are created individually and are the basis for the creation of our master schedule; therefore, it is imperative that you and your child follow this timeline.
- Additionally, it is important to remember that changes to requests after the aforementioned date are disruptive to the schedule and will not be considered unless there are *substantial*

extenuating circumstances that occurred *subsequent* to this date. During the early months of the school year the counselors' focus is on our seniors and the completion of college applications, so all requests for changes to schedules after April 1, 2025 will be considered if there are extenuating circumstances only. Advanced Placement courses will not be added after April 1st.

- During the months of January and February, counselors are often in scheduling meetings throughout the day. We ask for your patience in responding to non-urgent messages. If you or your child have an immediate or urgent concern, please address them to Ms. Acuff or Ms. Norton and they will be redirected.