High School Course Registration Timeline
Future Scheduling for 2026-27

24-25 Timeline
23-24 Timeline

Counselor Expectations by Grade Level
Change cells to black text once you have completed changes for 25-26
Lead Counselors should work with Assoc to complete this document in first course selection time line meeting(PALS)

	BHS	CCHS	CRCA	Details/Action
PTECH Recruitment Dates (Nathan will fill this in)	Place: BMS Date: Nov 11 Time: School Day - All day 11/11 through CCE & 8th grade classes Place: BMS Date: First Week of February Time: during CCE	Place: CCMS Date: Nov 10 Time: School Day - All day 11/10 through CCE & 8th grade classes Place: CCMS Date: First Week of February Time: during CCE	CRCA will join P-TECH for recruitment dates on **Nov. 10-11**	P-TECH/CRCA team and student ambassadors head to each MS campus to introduce PTECH option to students during CCE classes in the library; Interested students are invited to apply - those who express interest and do not apply right away are pulled into brief interest-check meetings during the first week of February. Early app due date is March 1, 2026 - If program limits not met/exceeded, applications open all year until limits reached.
Registration Planning w/Middle Schools (MS/HS Admin review plan at Levels meeting?)	MS & HS teams - October 13th PD Day	MS & HS teams - October 13th PD Day	MS & HS teams - October 13th	MS/HS counselors meet to build calendar and details; **submit and review with Principal/Assoc for approval** See process below

ACC Kickoff Meeting for new ACC students	Oct. 23rd Dual Credit ACC Student Interest Meeting (during ASP) Oct. 28th Dual Credit ACC In-Person Parent Interest Meeting (5:30pm) Oct. 29th Dual Credit ACC Virtual Parent Interest Meeting (5:30pm)	Student meeting: Push Ins Occurred first 2 weeks of October. W. Geo & W. History classes were hit. Confirm date on Parent Meeting **Parent meeting** Location: Time:	**Student meeting: All students starting ACC this Spring.** **Jan.13th**. EDUC1300 push-in prior to the start of the ACC semester.	• CCC coordinate with ACC Liaison • Email blast to parents • CCC Staff schedule classroom visits • CCC Staff schedule ACC parent meetings
TSIA2 Testing for New ACC students	Nov. 18th & 19th Students interested in Dual Credit	Date: November 10 Time: Place: Process: *How is the process of signing up for TSI communicated to students? *How do we support them signing up? *Students need study resources *Jasmine communicate to counselors when students are TSI ready *ACC Application workshops start in January for College Ready - Confirm dates *Consider after school ACC Application workshops	CRCA counselor administers TSIA2 every Friday from September 20th to May.	• CCC Staff schedule TSI Testing • CCC coordinate logistics for testing students interested in taking ACC classes

	BHS	CCHS	CRCA	Details/Action
Schedule current 9-11 classroom guidance and course selection: create calendar	Who will create and send to teachers? **Nevares will coordinate with SS and Eng 3 teachers**	Who will create and send to teachers? W. Geo W. History English 3 Joanie will build schedule Course Selection forms with counselor recommendations Cohort Presentations	Current Sophomore Cohort: **Jan.8th**- course selections and degree declaration presentations Current Freshmen: **Jan. 13th,** course selection presentation with ACC meeting through push-in to EDUC 1300. Current 11th-**Jan 14**-cohort	Email teachers the schedule as soon as dates are set; email reminder again one week prior to pushing-in
Course Guides to Campuses	Number to order for HS Class sets and counselor office: **30 copies**	Number to order for HS Class sets and counselor office: **100 Copies**	Number to order for HS Class sets and counselor office: **15 copies**	April will order prior to leaving for Winter Break Print shop delivers in early Jan.
Career Plans: How-to Videos and one-pagers to HS Campuses (date will depend on when HS goes to MS)	Date needed by: **February 2, 2026**	Date needed by:	N/A	April will provide to leads; leads will include in presentations. Need to also blast instructional video and one pagers to parents.
Future Scheduling roll up - What all do you want rolled up?	**Courses**	Course, sections, meets	**Course, sections, meets**	C. Tawater will roll up in late October
Career Plans preparation in Skyward; Course Master Clean-ups	*Lead set date w/ April*	*Lead set date with April*	These are completed at 8th and transferred to CRCA with the student.	Leads and April will need a day to review and revise Course Keys and Course Names have to match (for IT & rostering)

8th Grade Classroom presentations - Counselors must present face to face in whole group or individual classes	Date(s): **February 12, 2026** BMS Library to SS classes Course: **February 17 & 18** Science classes Materials needed:: Choice sheets, one pager how to build career plan and how to select endorsement	Date(s): **Jan 17th** Course: Social Studies Materials needed:	CRCA counselor will join Comprehensive Counselors and pull students for academic choices @ CRCA, during middle school visits.	Leads will get with MS counselors to coordinate. MS & HS Admin will approve the final plan.
	BHS	**CCHS**	**CRCA**	**Details/Action**
8th Grade Invasion	**February 11, 2026**	February 5, 2026	International Fair **April 10th**	
What's Next? High School Planning Meeting @ HS Campus	Place: BHS Date: February 11, 2026 Time: 5:30	Place: CCH Date: February 5, 2026 Time: 5:30	Martin usually joins both meetings.	Broad overview of programs of study, grad reqs, endorsements, PTECH, CRCA
11th - Cohort 2027 Choosing seniors courses	Presentation of course selection and distribution of course selection sheets dates:	Course selection forms with junior audits in November.	Course selection guidance and ss select: **Jan 14th** Counselor audits and reviews with students one-on-one at ACC audits in	Distribute CSS to Eng 3/ACC Comp 1301 classes Counselor meets 1:1 with Student to review transcript and

	Thursday, Jan 15 - During ASP Meet w/student through Eng 3 classes and load courses dates: **Mon-Fri, Jan 20-23**		**April 2nd**	grad reqs; counselor loads choices in Skyward
10th - Cohort 2028 Choosing junior courses	Presentation of course selection and distribution of course selection sheets dates: **Thursday, Jan 22nd - During ASP** Meet w/student through W. History classes and load courses dates: **Mon-Thurs, Jan 26-30**	February 10th -12th	Current Sophomore Cohort: **Jan.8th**- course selections and degree declaration presentations. One-on-one review meetings through English 2 **April 1st, Wed.**	Distribute CSS to W. Hist classes Counselor meets 1:1 with Student to review transcript and grad reqs; counselor loads choices in Skyward
9th - Cohort 2029 Choosing sophomore courses	Presentation of course selection and distribution of course selection sheets dates: **Thursday, Jan 29 - During ASP** Meet w/ student through W. Geo	Week of February 23rd? Waiting for more info from Mrs. Tinkis Meet w/ student and load Career Plans dates: Lock Career Plans date:	Current Freshmen: **Jan. 13th**, course selection presentation with ACC meeting through push-in to EDUC 1300.	Distribute CSS to W. Geog classes Counselors can meet in classrooms and walk students through Career Plans - they will be able to edit the selections they made last year.

	classes and load Career Plans dates: **Mon-Fri, Feb 2-6** Lock Career Plans date: **Thurs, Feb 19** Transfer to Future Scheduling date: **Tuesday, April 7**	Transfer to Future Scheduling date:		
8th - Cohort 2030 Choosing 9th grade courses	Presentation of course selection and distribution of course selection sheets dates: **Thursday, Feb 12** Meet w/ student and load Career Plans dates: **Tues & Wed, Feb 17-18** Lock Career Plans date: **Thur, Feb 19** Transfer to Future Scheduling date: **Tuesday, April 7**	Presentation of course selection and distribution of course selection sheets dates: **Jan 17th** Meet w/ student and load Career Plans dates: **Jan 30th-31st** Lock Career Plans date: Transfer to Future Scheduling date:	The CRCA counselor will join BHS and CCHS counselors. The CRCA counselor will meet with students after they set their 4-year plans. TJ will review freshmen CRCA elective options and gather math and Spanish history using a Google form.	We will use CCE for Presentations and Registration

	BHS	CCHS	CRCA	Details/Action
Gateway Registration (Date)	**March 5**	March 5		One counselor can go to Gateway to meet with students. Get list from AP office and print student transcripts before going
Loading Endorsements in Skyward - parents and students will select and sign digitally in Skyward	**April 4th**		This will be done after the parent and counselor meetings. **May - June**	
All students must have courses selected by (date)	**March 5th**	March 5	**Current CRCA students: Jan. 30th** **8th grade: March 7**	
Admin wants to pull prelim numbers by (date):	**March 6th**	March 6	**March 7**	
Pull and send rosters to program directors, coaches, sponsors, etc	Who: **Nevares** When: **March 23-March 31** How should they return them? **Through google spreadsheet (Nevares created)**	Who: Granado When: March 29-April 2 How should they return them? Google Sheet	**n/a**	
Clean-up rosters: Program changes, course changes, etc come from Admin.	**April 1st - 9th**			

**Teachers should NOT contact counselors about programming. Forward to admin.*				
	BHS	**CCHS**	**CRCA**	**Details/Action**
Clean-up Future Scheduling Reports - Who runs these, when, how are changes made, which reports are run?	**On going from March 24th through June.** **Nevares will create a google form and push out through google slide during BT**		**Ongoing from Feb. through June.**	
Send out course request verifications 9th-11th (include deadline) - who/when/how	**9th - 11th: open in Skyward, fill out google form, push through SS and Eng 3: April 7-10**		**9th - 11th: Confirm Google form Excel printed choices match Skyward.** **11th- April 3 with ACC academic advisor & CRCA counselor, Jr. degree audits = senior course selections Google form printout verify in person in the office.** **10th-April 14 and 16 pull from through English 2 in the hall.** **9th- April 8 & 9: Pull from tutorials in the office.**	This can be completed in Skyward now. Discussed blasting directions to students and letting them know how to request changes. Can open configuration for future scheduling in Skyward. Students can view in Student Access and make change requests using a Google Form Or Paper Copies with instructions for requesting changes
Send out (or have them review in	**8th Grade - Push out google form through**		8th grade- Students will verify at the end-of-year	Need to discuss how these are pulled and sent to MS.

Skyward) course request verifications to 8th graders (date and return process/due date):	**a google slide to BT: April 7-10**		parent, counselor, and student CRCA meeting in April-June. An additional Google form will be sent to each 8th grader with an invitation to a counselor meeting in **March. Due April 15.**	
	BHS	**CCHS**	**CRCA**	**Details/Action**
Verification changes should be made by (date):	**Thursday, April 17**		**Wednesday, April 16**	Lock configuration and lock Google Form (if using this method).
Senior release applications available. Students cannot be placed in Sr Release until all qualifications have been met.	Date: **On Going** Process for requesting: **Refer to CCMR tracker for qualified students, Transcript**	Date: Process for requesting:	n/a Senior drive forms returned before 1st day of ACC in Sept.	
Request Schedule of Services (SOS sheets) from SpEd to load inclusion and resource courses	**We need this by Jan 16th**		N/A- CRCA counselor sends 504 via email and printed to each student the day before each semester begins. The email includes instructions on how to turn in accommodations to the SAS office in Elgin on day one.	

9-11 HS Registration Process -

1. Modify Course Selection Sheets (CSS) for current year - add info/link to access CSG on webpage
2. Round 1 - Presentations in cohorts - campus decision - cohort meetings, classrooms, or ET/BT

3. Round 2 - Registration - smaller group/classroom with computers to input selections in Skyward- students will bring CSS and counselors will provide transcript with graduation requirements based on individual students' progress/POS/Endorsement
    a. Counselors MUST audit transcripts prior to meeting with students
    b. Counselors meet one-on-one with each student so this will take some time
    c. Counselors pull students 1:1 or with computers to load choices into Skyward from CSS; student keeps copy of transcript; this would save instruction time and ensure that choices are correctly loaded
    d. Campus decision on logistics and order - preferably throughout Feb. and into first week of March
    e. Clean-up 2nd week of March
    f. Where will counselors access students 1:1
        i. 9th - W Geog
        ii. 10th - W. Hist
        iii. 11th - Eng 3/ACC Eng 1302
    g. Verification - mid-late April
4. NEW for current 9th grade students:
    a. 8th-11th graders will use Career Plans and update choices; instructions will be provided

8th grade Course Presentations and Registration

1. Round 1 - Presentations to classrooms - present and distribute through a subject area - HS counselors in classrooms to present - should only take one day.
    a. Need MS Counselors to assist HS counselors; HS Lead should coordinate with both MS counselors.
    b. MS counselors will send HS Lead the rosters and teacher schedule for the subject area that they are presenting to
    c. MS counselors should communicate with 8th grade teachers and assist as needed on this date.
    d. HS counselors will:
        i. Introduce CSG - class set to reference during presentation; give simple link
        ii. Explain endorsement choices and programs of study
        iii. Give copy of CSS - Discuss core and grad req choices
        iv. Invite students to Parent Night
        v. Show how-to video for loading Career Plans (we can also ask this to be shared again in BT/ET by teachers)
2. Collection of CSS with Parent and Student Signatures
    a. MS collects CSS through core or CCE class - give deadline - best to sort CSS by teacher and period (folders)
    b. Schedule dates to load course selections and career plans
        i. May require more time - need at least 2 counselors in each room
3. Round 2 - Student will need their device and Skyward login to load CSS in Skyward - Career Plan. Would be best to have two counselors in one teachers room per day OR at least 2 counselors per classroom. District will provide an example video that can be shared with students and parents.
    a. Have students log-in to their Skyward account.

b. Remind students that you will walk them through the process and not to proceed until they are instructed to do so.
c. Students will reference their course selection sheet and choose each core one step at a time. (Choice 1-4)
d. Explain and remind students about grad requirements for Fine Arts, PE, LOTE, and electives.
e. Reference sheet to load #1 (endorsement POS). Have them load 7 total credits. This means they will not necessarily need to load FA, LOTE, or PE if that is not one of the courses they choose for 9th grade.
f. Before they save, **a counselor needs to check the 9th grade courses before student saves the Career Plan**
g. Alternates will be on CSS and can be loaded into Future Scheduling, if the counselor prefers to do that.
h. Students will load endorsement selection - student and parent will use Skyward to sign. Parent signature on CSS is also valid.
i. Remind students that we will lock their choices and changes can be made during verification in late spring.

4. Verification - Mid to late April or early May

Middle School Counselors:

1. Meet with HS Lead to coordinate 8th grade (rising 9th) Course Selection
    a. Which classroom will they be presenting in? They need a FULL class period to get through everything
    b. Dates and Times
2. Coordinate with and email MS teachers once dates are set with HS counselors; cc HS lead when you send the email to those teachers so they are in the loop
3. Assist HS counselors with any logistics for the *day of* presentations and days they come back to load course selections (Career Plans)
4. Send HS & CRCA Lead the rosters for whichever core subject they will be loading Career Plans in (ex: 8th science or 8th SS)
5. Send Master Schedule to HS & CRCA Lead for those core teachers
6. Create an excel spreadsheet with class periods and conference/lunch times to share with HS & CRCA counselors

Additional information:

1. Check courses taken prior to 9th. If student is in Level 1 Fine Arts as an 8th grader, then load Fine Art Level 2 - Art, Folklorico, Dance, Piano
2. Spanish Placements - guidance doc from Cheryl