USD261 Board of Education and Administration,

I have been asked to provide information regarding Campus High School class sizes for the 2022-2023 school year. I would like to outline the process:

1) January & Early February: Counselors make presentations to students discussing Graduation Requirements, Career Pathways and Courses available at each grade level. Students make preliminary course requests.
2) February: Students/Parents attend Enrollment Conferences with Advisory/Seminar Teacher to discuss post-high school plans, academic progress and finalize Enrollment Requests in PowerSchool. Incoming Freshmen and Parents meet with Campus Teachers to select Freshmen Requests.
3) February/March: Counselors follow up with students that did not attend conferences to complete enrollment requests and enter them in PowerSchool.
4) April: Mr. Zemanick provides department Chairs with number of students requesting each course. Departments discuss teacher preferences. Some departments needed to make difficult decisions regarding which classes to teach based on available teaching staff. Mr. Zemanick & Mr. Morford meet with each Department Chair to discuss teacher assignments for 2022-2023 School Year.
5) April & May: Counselors adjust teaching schedules for 2022-2023.
6) May: After Grades are final Counselors adjust student requests based on classes failed Spring Semester.
7) May/June: Students are loaded into classes and counselors adjust schedules to fill schedules as much as possible prior to Online Enrollment in July. Students are enrolled in alternates if they were not able to be scheduled into primary course selections.
8) Some classes will reach class size limits and students will be reassigned to alternate classes.
9) August: Schedules are adjusted for students that completed Summer School. Blanks in student schedules are filled when students come in for ID Photos or the first 2 days of classes. If classes are over/underfilled adjustments are made to teaching schedules. This sometimes means teachers are hired on a Paid Plan Period to lower class sizes.

I would be happy to answer any questions regarding this process.

Walter Zemanick

Campus Counseling Department Chairman