



January 6, 2010

Dear Parents and Students:

Welcome back from winter break! I hope that you have been enjoying the time away from the hustle and bustle of the hallways and have been able to return with a fresh sense of purpose and renewed energy. We have reached the mid-point of our school year, bringing us to examinations and, believe it or not, the time when we begin planning for the 2010-2011 school year.

The scheduling process is designed to give each student the opportunity to make decisions about their four-year academic program. During the process students are encouraged to engage in conversation with parents, guidance counselors, teachers, and department chairs with the goal of designing a challenging, college-preparatory program of study that fits their interests and abilities. I am confident that this process will ensure that the best possible schedule is created for each student.

I am very excited to inform you about some important changes to the scheduling process, the most significant of which will be the use of *Edline* in course selection. The window for discussing changes to recommended courses and levels has also been moved to an earlier date. I am confident these changes will result in a more efficient and accurate course selection and scheduling process.

Rather than overwhelm you at the beginning with details of the entire process, instructions will be communicated to you at the appropriate times. These instructions will be emailed, posted online, and communicated to students at school. This step-by-step approach will also allow for the inevitable adjustments that will be needed as we introduce this new process. As we move through each step in the process please be sure to review all procedures carefully and allow for their timely completion.

The first two steps of the process take place very soon, and require your immediate attention:

- Carefully read the attached *Student/Parent Timetable for Scheduling*. **Sign and return the form to the student's homeroom teacher by January 20, 2010.** Failure to return the form on time will result in disciplinary action.
- Our 2010-2011 course catalog, *Shamrock Studies*, will be published online during the week of January 17, 2010. In addition to descriptions of specific courses, levels, and the overall academic program, it also contains important information about the scheduling process and associated deadlines. It is the responsibility of all students and parents to familiarize themselves with the entire catalog.

Students are reminded that their guidance counselors are available to assist them during the scheduling process. It is highly recommended that each student confer with his or her guidance counselor, in addition to their parents, as they plan their schedule for the next academic year.

An informational meeting is scheduled for January 28, 2010 at 6:30 P.M. in the Auditorium. This optional meeting is for parents only, and will focus on the nuts and bolts of the scheduling process with special attention paid to the “how-to” of using *Edline* to select courses. Students will have their own informational meetings during school time.

All information regarding the scheduling process will be posted on the school website under Academics>Academic Resources. The information will also be posted on *Edline* in the “Parent Information” folder. Please be sure to read all future emails regarding the scheduling process carefully, and continue to be aware of all associated deadlines.

I thank you in advance for your participation and cooperation. Our combined commitment to careful planning and informed decision-making will ensure that each student is able to realize their full potential. Best wishes to you for a happy and blessed New Year.

Sincerely,

*Ann Perry*

Vice Principal of Academic Affairs