



January 23, 2012

Dear Parents and Students:

This week we enter the "Online Course Selection" phase of the scheduling process. During this phase students and parents participate in the decision-making process with regard to course selection for the next school year. The *2012-13 Shamrock Studies* course catalog is now available online in the "Scheduling 2012-13" section of the Academics page of the school website. Students and parents are responsible for reading the catalog and familiarizing themselves with graduation requirements and course offerings.

This week, students will attend assemblies where they will learn more about possible courses of study and how to register for courses online. Students will also be meeting with their Guidance Counselors to discuss their program of study. An optional parent meeting will be held on January 26<sup>th</sup> at 6:30 PM in the Auditorium. The purpose of the meeting is to demonstrate how to use the *Edline* course request module and answer questions about online registration. The Director of Guidance will be with me at this meeting to answer parent questions about the process of selecting courses.

Students will receive a "Course Request Worksheet" before their course selection assembly. This worksheet will not be available online as it is personalized for each student. Students should use the course catalog and the course list on the back of the worksheet to select courses. Course numbers and names for each course request must be written on the front of the worksheet. Once the front of the worksheet is complete, students and parents will log on to *Edline* to enter course requests, using the worksheet as a guide. Detailed instructions for using the *Edline* course request module will be available on the school website. Information and "Frequently Asked Questions" are also available in the "Help" dropdown on the *Edline* course registration page. The Guidance Department will be available to assist students and parents who are unable to complete the online portion of the registration at home.

Once the course requests are submitted on *Edline*, the "Course Request Worksheet" must be signed by the student and parent and returned to the student's Guidance Counselor by **February 6, 2012**. Students enrolling in AP courses must attach a copy of an approved AP course application for any requested AP course. **The *Edline* course request module will open on January 26, 2012 and close at 8:00 AM on February 6, 2012.** The *Edline* course request module is available in each student's *Edline* account. It will not be available if you log on using parent credentials. If the worksheet is not returned on time, does not have the proper

signatures, or if courses are not selected on *Edline*, we will have no choice but to select the courses for the student.

Planning a four-year course of study is a process that requires a great deal of thought and attention. Special attention should be paid to course load. Overloading credits is not recommended, and students are not allowed to drop courses once the master schedule is set. The selection of courses should include conversations between students, parents, Guidance Counselors, and teachers. Parents are also **strongly** encouraged to discuss course selections with their student's Guidance Counselor in order to gain greater perspective on how those selections fit into, and impact, their four-year course of study. Guidance Counselors are also able to answer questions about the course selection process.

As we move through this part of the scheduling process, it is important to focus on the goal of designing a challenging, college-preparatory program of study that fits the interests and abilities of each student. Taking time to consider the many choices available, and carefully considering the advice of all those involved in the process will ensure that the best possible schedule is selected for each and every student.

Sincerely,

*Ann Perry*

Vice Principal of Academics