

# MELROSE HIGH SCHOOL

## 2009-2010 Course Selection Process Timeline for Incoming 9<sup>th</sup> Graders (Class of 2013)

January 26 <sup>th</sup>	Mr. Dillon and Mr. Buxton will meet with 8 <sup>th</sup> grade team leaders at 1:15 p.m.
February 11 <sup>th</sup>	Mr. Dillon, Mr. Buxton, Mrs. Singer, Mr. Coughlin and Mrs. Eason will meet with 8 <sup>th</sup> grade teachers at 9:26 a.m. in the 4th floor project room
TBD	Mr. Buxton, Mrs. Hickey and Mrs. Farrell meet with 8 <sup>th</sup> grade special education staff
March 3 <sup>rd</sup>	High school counselors will meet with 8 <sup>th</sup> grade students (with teachers) to explain course offerings, explain course sequences, and electives that are open to 9 <sup>th</sup> graders. Programs of Studies and Course Selection Worksheets will be handed out to students. Bubble sheets will be given to 8 <sup>th</sup> grade team leaders to be completed later. (7:45 a.m. – 10:15 a.m.)
March 3-10	Students look over courses, talk with their parents, and use the Course Selection Worksheet to plan their course of studies. Eighth grade teachers will conference with students, make recommendations, and sign Worksheet. <b>PARENTS PLEASE NOTE:</b> 8 <sup>th</sup> graders will be bringing their Worksheets home the weekend of March 7 <sup>th</sup> & 8 <sup>th</sup> . Parents should sign Worksheet, and students will bring signed copy back to school on Tuesday, March 10 <sup>th</sup> .
March 5 <sup>th</sup>	Course Selection Night for Parents
March 10 <sup>th</sup>	Homeroom teachers will collect Course Selection Worksheets from students. Eighth grade guidance counselor will sort through worksheets for any missing worksheets.
March 12 <sup>th</sup>	Bubble sheets will be completed by students with 8 <sup>th</sup> grade teams in collaboration with high school counselors. The completed bubble sheets will be collected by high school counselors and forwarded to data entry. The Course Selection Worksheets are photocopied by high school counselors, and copies will be sent home with students. Counselors will keep original copy for reference.
March 16 <sup>th</sup>	Deadline for absent students to submit their completed Course Selection Worksheet and completed bubble sheet to 8 <sup>th</sup> grade teachers. Teachers will forward collected forms to high school guidance office.
March 31st	Deadline for 8 <sup>th</sup> grade teachers to submit level changes.
April-May	Master Schedule built
May	High School counselors will be available to meet with 8 <sup>th</sup> grade students regarding major course conflicts, if any.

June

Final schedules mailed home.