

# MELROSE HIGH SCHOOL

## 2010-2011 Course Selection Process Timeline Current 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Graders

Jan/Feb	Assessments/Mid-Year Exams
March 10th	Counselors meet with 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> graders in consecutive large group assemblies to pass out the Program of Studies and Course Selection Worksheet (DRAFT). The course selection process is explained along with discussion about course sequences and electives. Students with individual questions are encouraged to either speak directly with their core subject teachers or to make an appointment to see their guidance counselors.
March 10 <sup>th</sup> -17th	Students have the opportunity to look over Program of Studies, plan courses they would like to take (DRAFT), and confer with their teachers. Students have the opportunity to discuss choices at home with parents. Guidance Counselors hand out Program of Studies/Worksheets to students that were absent when materials were handed out.
March 17th	“Sign-Up” Day. All seven blocks meet so students can obtain teacher signatures for all core subjects in one day. Course Selection Worksheets (FINAL) distributed in A block, then they are collected at the end of the day in the last block and forwarded to guidance. Counselors sort through Worksheets, and they are alphabetized.
March 19 <sup>th</sup> and 22nd	“Bubble” Days. Counselors visit all History classes to assist students in completing bubble sheets. Counselors collect Bubble Sheets and forward for data entry. Worksheets (FINAL) are photocopied. Counselors keep copies, originals are mailed home in order to notify parents of selections and obtain parent signature.
March 29th	Signed Worksheets (FINAL) due to be returned by students with parent signature to their A block teacher, and are then handed in to the guidance office.
March 30th	Deadline for students that were absent for any part of process to submit completed and signed Course Selections Worksheets and completed Bubble Sheets.
March 30th	Deadline for teachers to submit level changes
April-May	Master Schedule built
May	High School counselors available to meet with students regarding major course conflicts, if any.
May-June	Final schedules mailed home

