

MELROSE HIGH SCHOOL

2011-2012 Course Selection Process Timeline for Incoming 9th Graders (Class of 2015)

Jan - Feb	8 th grade assessments
January 19th	Joe and John meet with 8 th grade teachers to discuss placement criteria and math sequence changes
TBD	John, Lyn and Marianne meet with 8 th grade special education staff
March 1st	High school counselors meet with 8 th Grade students (with teachers) to explain course offerings, explain course sequences, and electives that are open to 9 th graders. The sessions will take place in the 4th Floor Project Room during the first 3 blocks of the day as follows: 7:46 (Team A), 8:36 (Team B) and 9:26 (Team C). Programs of Studies and Course Selection Worksheets are handed out to students. Bubble Sheets are given to 8 th grade team leaders to be completed later.
March 1-8	Students look over courses, talk with their parents, and use the Course Selection Worksheet to plan their course of studies. 8 th grade teachers conference with students, make recommendations, and sign Worksheet. PARENTS PLEASE NOTE: 8 th graders will be bringing their Worksheets home the weekend of March 5-6. Parents should sign Worksheet, and students will bring signed copy back to school by Tuesday, March 8 th .
March 3rd	Course Selection Night for Parents in High School Resource Center
March 8th	Homeroom teachers collect Course Selection Worksheets from students. 8 th grade guidance counselor sorts through Worksheets for any missing Worksheets.
March 10th	Bubble sheets are completed with students by 8 th grade teams in collaboration with high school counselors. The completed bubble sheets are collected by high school counselors and forwarded for data entry. The Course Selection Worksheets are photocopied by high school counselors, and copies are sent home with students. Counselors keep original copy for reference.
March 14th	Deadline for absent students to submit their completed Course Selection Worksheet and completed Bubble Sheet to 8 th grade teachers. Teachers forward collected forms to high school guidance office.
March 31st	Preliminary deadline for 8 th grade teachers to submit level changes
April-May	Master Schedule built
May	High School counselors available to meet with 8 th grade students regarding major course conflicts, if any.
June	Schedules mailed home (final schedules handed out the first week of school)