

IMPORTANT SCHEDULING INFORMATION

As we gear up for the 2019-20 school year, we would like to remind all families of the course registration process so you can better understand the limitations regarding schedule changes.

In February, a very intentional process began with students by having teachers explain course offerings within the various subject areas in addition to making course recommendations for the upcoming school year. Students had time to discuss their course requests with parents and register for classes on PowerSchool. Counselors met with students in February to ensure students had made the best possible selections. In May, students were given another opportunity to review their course requests during homeroom and make adjustments. The master schedule was then built based on students' requests.

Schedule changes will be prioritized based upon academic necessity (ex. missing a required classes). Examples of such academic necessities are listed below. Our goal is to maintain balanced class sizes and use limited resources wisely. Changes to a student's schedule will only be made if circumstances are compelling and supported by data.

Priority will be given to changes that **are deemed academically necessary**. Some examples are:

- student is missing a required class
- student has been scheduled for multiple courses in a single period
- student completed a scheduled course during summer school
- student has a need based on a documented disability
- student needs to make up a class that was failed in the past

Examples of changes that are **NOT deemed academically necessary**:

- student wishes to change a teacher
- student wishes to change order of classes or the hour of study hall(s)/release(s)
- students wishes to change the hour of PE or type of PE

We strongly encourage students to be enrolled in at least 6 classes each semester. Due to demand, some electives may be hard to come by at the beginning of the year. Students are encouraged to provide their counselor with a few elective options when completing the schedule change form. Also, please keep in mind, in August it will be unlikely to change an entire schedule to accommodate a preferred elective.

Class schedules will become visible to students in Infinite Campus on August 19, 2019. Official schedule change request forms will be accepted after that date via email or in person. This form is available on the Kennedy website and in the Counseling Office. Students will be expected to follow their current schedule according to Infinite Campus until an official decision or change has been made and communicated to them.

Counselor Assignments for the 2019-20 school year:

Shawn Thomsen – 9th Grade Facilitator
Rachel Collins – 10-12 Counselor (Last Names A-DR)
Elizabeth Wessels – 10-12 Counselor (Last Names DS-JA)
Tracie Guenther-Yoke – 10-12 Counselor (Last Names JB-MO)
Lori Clore – 10-12 Counselor (Last Names MP-SH)
Andy Jacobsen – 10-12 Counselor (Last Names SI-Z)

Sincerely,

The Kennedy Administrative and Counseling Teams