The **2013-2014 Scheduling Process**

at Verona High School will begin on

Monday, March 18th

Course recommendations from teachers are based upon a variety of criteria including grade in current course, work ethic, and interest in the course. Teachers have discussed course placement with students and students should consult with their teachers if there are any questions about placement in courses.

February 2013: School Counselors visited HBW for meetings with 8th grade students to discuss the freshmen year schedule.

March 8th-April 19th: The ***Parent Portal*** will be open for 8th- 11th grade students and parents to review and discuss teacher recommendations.

March 18th- April 15th: Students and Parents will input course requests into the ***Parent Portal*** by grade level ***(Schedule and Instructions to follow)***

March-April, 2013: School Counselors will meet with 9th grade students in Freshmen Seminar and 10th grade students in Physical Education classes to discuss their future goals and course selection for next year. Juniors will discuss their schedule at the Junior Post-Secondary conference or may schedule a separate appointment with their counselor.

March 18th-April 19th: Parents and students will be able to review all course requests through the ***Parent Portal*.** Students should make an appointment or e-mail their counselor with any corrections or changes ***no later than April 19th***.

June 20th: Preliminary schedules (no teacher names, room numbers, or periods) will be posted on the ***Parent Portal***.

Mid- August: Final schedules with teacher names, room numbers, and periods will be posted on the ***Parent Portal***. A ***Global Connect*** will announce when these are available.

Steps to Register for Classes in Genesis Parent Portal-2013-14

Course Registration will begin March 18th

- Teacher Recommendations are now available on the **Parent Portal**.
- Students will input their requests into the Parent Portal by grade level, according to the following schedule.

Class of 2014 (Grade 11)	**Tuesday, March 18th-Monday, March 25th**
Class of 2015 (Grade 10)	**Tuesday, March 26th-Monday, April 1st**
Class of 2016 (Grade 9)	**Tuesday, April 2nd- Monday, April 8th**
Class of 2017 (Grade 8)	**Tuesday April 9th- Monday, April 15th**

- Log onto www.veronaschools.org, click the "A+ Grades" icon to get to the ***Parent Portal***.
- Click the Student Data tab in the top Blue Bar.
- Click the small Scheduling tab on the lower bar to see teacher recommendations.
- Click Request Tab to select course requests.
- Click Request a Course under each subject area. For example, click "Request a Course" under English. The screen will list all English courses.
- The courses that have the APPLE in the Status column are the teacher recommended courses. If you are in agreement with the recommendations, you need not indicate another request.
- To request a course, click the "Request a Course Button". For elective courses, you may indicate a priority in the Priority column.
- If you wish your child to take a lower level than the one the teacher recommended, simply request the new course.
- If you wish to request a course that is a level **above** what is recommended, request the course. Then complete the ***Request for Course Override Form*** and submit it to your student's school counselor immediately. This form can be found on the Verona High School Guidance Website, www.veronaschools.org/guidance.
- Continue to select courses from all Subject Areas. Be sure to review the Curriculum Bulletin to examine graduation requirements, course descriptions, prerequisites, and course sequencing before selecting courses.
- To select a Study Hall, select the Study Hall Subject Area, then select either Full-Year or Half-Year Study Hall.

- Choose five elective courses and prioritize them 1-5 using the priority box to the right of each course. If you are interested in enrolling in Choir, please request it as well, but do not place it in the prioritized list, since it's the only course offered during zero period.

- The ***2013-2014 Curriculum Bulletin*** can be found at www.veronaschools.org/curriculumbulletin.

- Students who wish to have a **study hall** should only select 36 credits within the school day. (This does not include Choir, which occurs during zero period in the morning)

- Students wishing to have a full schedule should select 41 credits within the school day. (This does not include Choir, which occurs during zero period in the morning)

- The ***Parent Portal*** will remain accessible for you to review final requests only. If you wish to make any changes during this time, they must be submitted writing or e-mail to your child's school counselor. **The deadline for these course changes is April 19th.**

- Preliminary schedules (no teacher names, room numbers, or periods) will be posted on the ***Parent Portal*** *on* **June 20th**.

- Final schedules with teacher names, room numbers, and periods will be posted on the ***Parent Portal*** **mid-August**. A ***Global Connect*** will announce when these are available.

- If you have any questions about this process, please do not hesitate to contact your child's counselor.