

WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE HILLS HIGH SCHOOL

School Counseling Department

Monica Mann – Lead Counselor

Counselors: Cynthia Gorkowski • Bruce Keogh • Nancy Kowalski
Joyce Savastano • Mati Sicherer

Dear Parents and Guardians:

January 15, 2017

At the end of January our School Counseling Department will begin assisting students with their course requests for the 2017 – 2018 school year. The deadline for submitting the course request form (also specified on the bottom of the request form) is **WEDNESDAY, FEBRUARY 1st 2017**

First: Students will meet in groups as Follows:

Grade 11 -> Monday, January 23rd

Grade 10 -> Wednesday, January 25th

Grade 9 -> Friday, January 27th

During these group meetings students will hear a presentation on Course Selection and Instructions on the NEW ONLINE COURSE REQUEST PROCESS will be given.

In Addition, each student will meet individually with his/her counselor to review their course requests.

Prior to that individual meeting, parents and students will need to review the **Program of Studies Booklet**. (*Consistent with last year, the course request worksheet and booklet will only be available ONLINE.*) Students should use the **Program of Studies Booklet** to review the graduation requirements and to read course descriptions of the courses available. Students should be sure to use the grade appropriate listing of electives available in the Program of Studies to choose appropriate courses (check the prerequisites). Students will then need to:

1. Enter their Course selections into ONCOURSE
2. Complete the request form and sign where indicated.
3. Deliver it to the School Counseling Office no later than **FEBRUARY 1st!!**

(During the course planning appointment, your child's School Counselor will discuss the appropriateness of their choices. Changes can be made where necessary.)

Appointments will not be honored without a completed, signed course request form.

Please be aware that by signing the request form, you and your child approve of the choices and are fully aware that course changes will not be permitted after MAY 1st except for summer school involvement, change of program, or failure in a subject.

If your child will be taking an AP elective course, a teacher recommendation **IS REQUIRED**. Students must complete the Advanced Placement recommendation form available online, have it signed by their teacher and return it with their course request form.

If you choose to join your son or daughter during the course planning meeting with his or her School Counselor, please call the School Counseling Department for an appointment.

Sincerely,

Monica Mann

Lead Counselor

Note:

Current 9th Graders → complete Grade 10 Worksheet

Current 10th Graders → complete Grade 11 Worksheet

Current 11th Graders → complete Grade 12 Worksheet

Course planning meetings will begin with the current Grade 11 students and continue until mid-March. Please be patient!

It is very important for each counselor to spend quality time with each of their students. Your son or daughter will have an equal chance of receiving the courses that they have selected.

AGAIN, Please Note: No one will be seen without a completed, signed form. A missing or unsigned request form **could** result in a student not being able to enroll in a desired course.