

# FAIRFIELD LUDLOWE HIGH SCHOOL COURSE SELECTION PROCESS

The process of selecting courses is a serious, cooperative effort involving you as the student, your parents, your teachers, and your school counselor. On the other side of this document is a worksheet for you to use while initially selecting courses, discussing the options with your parents, teachers, and counselor. Once this worksheet is complete—you will be able to go on line and register for your courses. After you have entered your courses online you will print out a final request sheet that will be signed by you and your parent.

Your signatures (parent & student) indicate your commitment to these requests. It is important that we have accurate requests so that we can offer the correct number of sections of each course with appropriate class sizes. Please understand this is a process to be taken very seriously and that you are responsible for your decisions.

**Please review the Change of Program Policy in the *Program of Studies*. \*\*\***

## 1. Get Informed

- **Wednesday, January 27, 2016** Course Selection Night for parents & students 7:00 pm @ FLHS auditorium
- **Monday, February 1, 2016** Class Meetings P1a Sophomores, P2a Juniors, **P4a Freshman & Aqua Students**
- **Tuesday, February 2, 2016** Course Selection Worksheet and Program of Studies distributed in Homeroom
- Read the Program Of Studies and course information posted on-line, speak with your teachers

## 2. Complete the Course Selection Worksheet with your requests

- Be sure all information is accurate and complete
- **Week of February 2<sup>nd</sup>-5<sup>th</sup>** Teachers will spend class time discussing department courses, their recommendations.
- COMPLETE YOUR Course Selection Worksheet
- Discuss with your teachers
- **Thursday, February 4, 2016 and Friday, February 5, 2016** Teacher Signature Day—all teachers will review your choices and initial their agreement or disagreement during classes
- Sign your form when completed
- Obtain your parent's signature
- Turn your completed signed worksheet into your school counselor on or before **February 10, 2016**

## 3. Review your requests with your school counselor

- Schedule an appointment between **February 11<sup>th</sup> and 26<sup>th</sup>** with your school counselor
- Enter your final selections into the on-line Infinite Campus Student system

## 4. Final Step

- Print out Final Course Request Form from Infinite Campus
- Sign and obtain your parent's signature on the Final Course Request Form
- Attach your Final Course Request Form to your original Worksheet

**Return to your school counselor on or before FEBRUARY 29, 2016**

**FAILURE TO COMPLETE ALL OF THE ABOVE STEPS OR TO MEET THE DEADLINES MAY RESULT IN YOU NOT BEING SCHEDULED FOR THE CLASSES YOU ARE REQUESTING.**

### Change of Program Policy:

\*\*\* There will be no course changes during the first two weeks of either semester except for the following reason:

- An Incomplete schedule
- Course scheduled in error by the school
- Changes needed as the result of courses failed in June
- Change needed to meet college requirement
- Changes needed as a result of successful completion of summer school

As always, students with concerns regarding their academic program should speak to their teacher and school counselor.

*After the first marking period of a course, any **approved** changes will result in a grade of "W" (withdrawn) to appear on the student transcript: this includes a change in the level of a course. If the student has a failing average in the course, a "WF" will appear on the student transcript.*

Student Name:  
ID:

Homeroom:  
Counselor:

This form is due to your school counselor by Tuesday, February 10, 2016

**FAIRFIELD LUDLOWE HIGH SCHOOL COURSE SELECTION WORKSHEET  
GRADE TEN - FOR SCHOOL YEAR 2016-2017**

PLEASE PRINT CLEARLY IN INK

TEACHERS SIGN IN INK

Course Title	5 Digit Course #	Credits	Teacher Agree or Disagree (Circle One)		Teacher Recommendation if Disagree	Teacher Initials
Sample: English 21	00210	2.0	Agree	Disagree	Leave blank if agree	SKP
Sample: Mod Glob 21	10210	2.0	Agree	Disagree	Rec MGS 22	JPR
Sample: Geom 21	22210	2.0	Agree	Disagree	Rec.Geometry 22	LGH
<b>English</b>			Agree	Disagree		
			Agree	Disagree		
<b>Social Studies</b>			Agree	Disagree		
			Agree	Disagree		
<b>Math</b>			Agree	Disagree		
			Agree	Disagree		
<b>Science</b>			Agree	Disagree		
			Agree	Disagree		
<b>World Language</b>			Agree	Disagree		
			Agree	Disagree		
<b>Electives</b>			Agree	Disagree		
			Agree	Disagree		
			Agree	Disagree		
<b>Alternate Courses</b>		Total Credits:	This may be used in place of a course in conflict			
1.			Agree	Disagree		
2.			Agree	Disagree		
3.			Agree	Disagree		
4.			Agree	Disagree		

Notes:

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNSELOR INITIALS: \_\_\_\_\_

\*\*\*If a student request does not agree with a teacher's recommendation, please initial here indicating that you are aware of this and fully understand the commitment your student is making to take this course, and you have reviewed the Change of Program Policy \*\*\*

PARENT INITIALS: \_\_\_\_\_