

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

- Read the Program Of Studies and course information posted on-line, speak with your teachers
- **Wednesday, January 29, 2014** Course Selection Night for parents & students 7:00 pm @ FLHS auditorium
- **Monday, February 3, 2014** Class Meetings Period 1 Sophomores, 2 Freshman, 4 Juniors
- **Tuesday, February 4, 2014** Course Selection Worksheet distributed in Homeroom

2. Complete the Course Selection Worksheet with your requests

- Be sure all information is accurate and complete
- **Week of February 3—7** Teachers will spend class time discussing department courses, their recommendations.
- COMPLETE YOUR Course Selection Worksheet
- Discuss with your teachers
- **Thursday February 6th** is 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 11, 2014**

3. Review your requests with your school counselor

- Schedule an appointment between **February 11 and 28th** 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 MARCH 4, 2014

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 school except for the following reason:

- An Incomplete schedule
- Changes needed as the result of courses failed in June
- 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.
- Course scheduled in error by the school

After the first marking period, any course any changes will result in a grade of “W” (Withdrawn) will appear on the transcript—this applies even to level changes.