

The Course Selection Process

Each January students at Vernon Hills High School begin the process of selecting a course of study for the following year. The first week of second semester *Passages*, the course curriculum guide booklet, is available on-line to each and every student. Course request forms and brochures on the AP Program and Assessments important to student post secondary plans are also distributed. Students are encouraged at class meetings to share information with their parents and prepare for meeting with their respective counselors for selecting and completing the course request forms.

Enrollment Meetings

Incoming Freshmen— Department Supervisors are responsible for handling the proper placement of all incoming freshmen. They use information from the EXPLORE tests (taken in November), local placement tests (mathematics, language), MAP test scores and eighth grade teacher recommendations to find the best placement for each student. Placement recommendations are mailed to incoming freshmen and their parents in late January. All placement recommendation questions should be discussed with the respective department supervisor at VHHS.

Current Freshmen and Sophomores— Current freshmen and sophomore students are scheduled in small groups to meet with their counselors. Freshmen are scheduled during a physical education class in early February and Sophomores during their English class. Students should have discussed their course selections with parents prior to these appointments. Parents are welcome to

contact counselors with any questions prior to the meetings.

Current Juniors— Each junior is scheduled by their LST (Learning Support Team) to meet individually with their counselor throughout the last week in January and the weeks of February. It is very important that the junior be prepared for this appointment. Counselors go over graduation requirements to ensure that each student will be a candidate for graduation and will have met the requirements as set by the Board of Education of Community High School District 128.

All students should have completed their course requests sheets and have their course selections registered by February 18th. We strongly encourage students and parents to finalize their choices at this time.

Sectioning and Staffing Needs

Once all student requests have been collected and entered, the administration begins to work on building a master schedule for the following year. The first step in this process is to work with each department supervisor to determine the number of sections (if any) that each course will need based upon student course selections. This data is shared with the district office and approval is sought with the Board of Education for staffing requests sometime in late March. Once approval is secured, the assistant principal in charge of curriculum and instruction and Data Processing begin running simulations of potential models of a master schedule. With the aid of the computer, we determine the best placement of course sections to maximize the greatest percentage of students being placed into all of the courses they selected. While it

is our goal to schedule each and every student's first choice in a schedule for the following year, there are situations where some students may need to select a second or third choice of an elective to complete their schedule. Those students that choose a large number of singleton courses (courses which have only one section scheduled) are at the greatest risk for having schedule conflicts to resolve once the best master schedule is determined.

Completing the Course Selection Process

It is the goal of the administration to run students schedules sometime in late May. Counselors are alerted to students with potential conflicts the last two weeks of school. Counselors work with individual students to resolve schedule conflicts and finalize a course of study for each student the following year.

Informative Registration Mailings

Parents and students receive two important informative mailings during the summer months relative to the registration process. The first mailing arrives in late June. This envelope contains information detailing the registration process and payment of basic fees. Additional student information forms are included and must be completed when fees are paid. Usually forms and fees are due sometime late in July. This year's families will be able to update forms and pay fees on-line.

A second mailing is sent with the student's ID card and a copy of the student's final schedule for the next school year. Student's should bring this schedule with them the first day of school.