

January, 2022

Dear Parent/Guardians(s) of Andrew High School Student Class of 2023,

We hope this message finds you and your family well. Soon students will be meeting with their counselor to register for 22-23' courses. Registration is extremely important, so please read through the following information carefully. Parent involvement in the course selection process is vital, and we are here to support you and your student in the process.

**Your student has received the following documents and information:**

- Time/Date of their Individual Counselor Meeting
- Instructions for accessing Teacher Course Recommendations in Skyward Portfolio
- Course Registration Instructions & Contract
- Course Selection Worksheet
- Course Selection Guide available at - <https://chsd230.eduk8.me/>
- Skyward Course Selection Instructions:
  - Instructions for Skyward Course Requests 2022-23.pdf

During winter break, parents and students should review the enclosed documents and resources, and begin to think about which courses they would like to request next year. The Course Selection Guide includes specific information about graduation requirements, course descriptions, prerequisites, and course fees. Students should consider their post-secondary plans, and begin to consider courses that will prepare them for their future, including requirements for specific colleges/universities and programs of interest. In some cases, they have unique requirements to be considered for admission.

**Timeline for the Class of 2025:**

- Now- Jan. 14th** **Review** all material and **complete the Course Selection Worksheet.**
- Jan. 14-23rd** **Skyward Online Registration OPEN Class of 2023-**  
Students must login to Skyward and enter their course selections. The portal will open on **Jan. 14th and close on Jan. 23rd at 11:59 p.m.** Courses entered into the portal can be adjusted anytime while the portal is open to students. Final adjustments will be made during student/counselor registration meetings.
- Jan. 13 & 14th** **Junior Advisory Visits-**Counselors will meet with all Juniors in their scheduled Advisory course to review the course selection process and answer student questions. Students are encouraged to email counselors along the way with any questions.
- Jan. 24-28th** **Individual Student & Counselor I Registration Meetings** -Counselors will share each student's meeting time with them during their Advisory classroom visit. Students are excused from your regularly scheduled class for the time of your counselor meeting. Counselors will discuss and review all courses with students during their individual meeting. Student course selections will be finalized at this meeting.
- Feb. 4th** **An email will be sent to parents and students with instruction on reviewing course requests in Skyward.** Please carefully review the course requests. If there are any errors, or changes to be made you must contact your counselor by

Feb. 9th (you will receive confirmation of adjustment if applicable). If no changes are requested, this indicates you and your parent/guardian approve of the courses selected. Remember, these are course requests at this point, not an actual schedule.

**Feb. 9th**

**Course Selection Closed** - Parent/Guardian or student adjustments to course requests will not be allowed after Wednesday, February 9th at noon, unless one of the three situations occur: 1) An error was made in the computer entry of the requested course/s.; 2) A student failed to meet the prerequisites for the requested course/s; 3) A parent initiated the course waiver process no later than Friday, April 15th.

We appreciate your involvement in a successful registration process. Should you have any questions, please contact your student's counselor.

Thank you,

Michele Vieu  
Director of Guidance  
Victor J. Andrew High School