

January, 2022

Dear Parent/Guardians(s) of Andrew High School Student Class of 2025,

We hope this message finds you and your family well. Students will be meeting with their counselor to register for 22-23' courses in the coming weeks. 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 - [HERE](#)
- Skyward Course Selection Instructions available [HERE](#)

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. 12th Review all material and complete the Course Selection Worksheet.

Jan. 13-18th Skyward Online Registration OPEN Class of 2025- Students must login to Skyward and enter their course selections. The portal will open on **Jan. 13th and close on Jan. 30th 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.31st- Feb. 4th.

Jan. 13th Freshman English Classes-Counselors will meet with all Freshman in their scheduled English courses to review the course selection process and answer student questions. Students are encouraged to email counselors along the way with any questions.

Jan. 31 Feb. 4th Individual Student & Counselor I Registration Meetings -Counselors will share each student's meeting time with them during their English 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

