

SWAMPSCOTT HIGH SCHOOL

COURSE SELECTION TIMELINE FOR STUDENTS ENTERING GRADES 10-12 IN 2017-2018

Date	Process to Complete
March 3-March 17	Teachers enter course recommendations into Aspen for students. Teachers communicate level placement choices to students in person, in class.
March 28-29	Assemblies with grades 9-10-11 regarding course selection process and Aspen (Grade 9- 3/28 at 9:00, Grade 10 3/28 at 10, Grade 11, 3/29 at 9:30 after Usage test)
<p>Wednesday, March 29</p> <p>Parent night</p> <p>Grade 9-11 7:15-8:00 PM</p>	<p>Information meeting about course selection process, placement review process, program changes, and course offerings at SHS in auditorium 7:15-8:00</p> <ul style="list-style-type: none"> ● Override process will be reviewed. ● A webinar of the presentation along with all documents will be available for families unable to attend on the SHS website the following day ● Grade 8 parents meeting is 6:30-7:15
March 30- April 7	Portal open for students to select elective courses in grades 9-11 Students will enter courses online.
April 7-May 3	Guidance counselors meet with every student individually in grades 9-11 to discuss courses and approve final requests. All students should have selected their electives in Aspen before the meeting Override process is open- these should be done during the student counselor meetings to discuss the ramifications of an override. *Counselor signs override form to note they have discussed the override process.
On or before May 8	Students notified by SHS principal if override was approved or denied.
May 3-May 12	Guidance work week to enter overrides and special circumstances for students and to work with students that need to add in new requests due to cancelled courses.
May 15	Build year is reviewed with content leaders to determine sections being offered based on course requests.
May 18-June 9	Schedule building
June 12	Earliest potential date for schedules to be distributed to students.