

TEANECK BOARD OF EDUCATION
School Counseling Department



Christopher C. Irving, Ed. D.
Superintendent

Keshia Golding-Cooper
Director of Guidance, Career Services & Vocational Education
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Scheduling Information

Dear 8th Grade Parent/Guardian and Students:

To assure that all students will be properly scheduled for the 2022-2023 school year, it is necessary that we initiate the scheduling process at this time. The scheduling process is a very careful and important matter, which requires the input of students, teachers, counselors, and parents. This letter will provide important information related to the development of your child's schedule and the scheduling process.

All high school students' schedules consist of 8 periods. Students are required to take core courses to fulfill graduation requirements (see below). Three marking periods of Physical Education and one marking period of Health or Drivers Education are mandatory and will be scheduled for all students. Along with core subjects, students are also able to select elective (encore) courses based on their interests.

To date, teachers have provided their recommendations for students' core courses based on their academic performance. The next step is for students to select their elective (encore) courses. This will occur via Skyward Family Access March 9-15, 2022. Please view the [Skyward Family Access - Online Course Selection](#) video for an example of how to navigate selecting courses in Skyward.

When selecting courses, it is important to remember the following:

- A strong program of studies that will challenge students appropriately and best prepare them for post-secondary success.
- Please review the 9th Grade Elective Course Offerings and the Teaneck High School 2022- 2023 Curriculum Course Guide for full course descriptions. Both documents can be found on the "[School Counseling](#)."
- Many required courses are taken during the freshman and sophomore years, so seize the opportunity to take elective courses that reflect a student's interests, possible college majors, career goals or allow the student to experience alternative options.
- Students are to select no more than 5 elective requests to accommodate alternatives in the scheduling process (3 primary and 2 alternatives)

Please sit with your child and discuss their interests and abilities. Select courses that fulfill graduation requirements. Please ensure that all elective selections are based on students' interest. This will ensure that students are content with their final schedule. Please keep in mind to fulfill high school graduation requirements, students must earn 140 credits.

In the upcoming weeks, school counselors will meet with students to review the scheduling process.

General Information:

- In June, course verifications will be available in Skyward. Notification will be sent
- Students can request a change for a course selection thru June 30.
- In August, students will receive tentative schedules. Notification will be sent
- Schedule changes
 - After the release of tentative schedules:
 - **To correct any data error** (summer school completion)
 - Once the school year begins:
 - Drop/Add:** Students dropping a class may add a new one under the following circumstances:
 - The change must be requested after the first two (2) weeks of school, ten (10) school days. (September 23, 2022.)
 - The new course must meet during the same period as the course being dropped.
 - The new course must be different from the course being dropped.
 - A drop/add request to change a teacher is not permitted.**
 - All schedule changes are pending space availability**

I strongly encourage a careful of review the Teaneck High School Curriculum Course Guide. It can be found on the "[School Counseling](#)." Take time to access the courses and consider their interests and post-secondary planning. This will ensure that courses selected match the student's interest, which will prevent unnecessary schedule changes.

I am greatly looking forward to supporting you and your child on the journey here at Teaneck High School and beyond

Kind regards,

K. Golding-Cooper
Director of Guidance

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140 Credits are required for graduation and are as follows:

Subject	Total Number of Credits Required
English	20
Mathematics	20
Physical Education/Health/Drivers Ed	20
Social Studies	15
Science	15
World Language	5
Visual and Performing Arts	5
21 st Century Life and Careers	5
Financial Literacy	2.5
Electives	32.5
TOTAL REQUIRED CREDITS	140

Note: THS courses are 5 credits each

