

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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March 3, 2022

Dear 9th-11th Grade Parent/Guardian and Students:

In order 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 courses based on their interests.

To date, teachers have provided their recommendations for students' core courses based on their academic performance. If you and your child wish to change/appeal a teacher's core subject recommendation, please complete the [Course Placement Appeal](#) form by Monday, June 6, 2022.

The next step is for students to select their elective courses. This will occur via Skyward Family Access March 3 – 9, 2022. Please view the [Skyward Family Access - Online Course Selection](#) video for information.

When selecting elective 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.
- Many required courses are taken during the freshman and sophomore years, so seize the opportunity to take new elective courses that reflect a student's interests, possible college majors, career goals or allow the student to experience alternative options.

9th and 10th grade Parents/Guardians

Please sit with your child and discuss their interests and abilities. Select elective courses that fulfill graduation requirements. Please ensure that all elective selections are based on students' interests. This will ensure that students are content with their final schedule. Over the next few weeks, counselors will meet with students during Physical Education class to review teacher recommendations and elective options.

Please note:

- Please review "Academic History" in Skyward as a guide when selecting courses.
- Students are to select no more than 5 elective requests to accommodate alternatives in the scheduling process (3 primary and 2 alternates).
- Electives are based on availability.

11th grade Parent/Guardians

For our 11 Grade students, over the next few weeks, their school counselor will also contact them to schedule a time to discuss senior year and post-secondary planning. Please ensure the elective courses you select fulfill the graduation requirements.

Please note:

- Please review “Academic History” in Skyward to ensure you are on target to graduate.
- Students are to select no more than 5 elective requests to accommodate alternatives in the scheduling process (3 primary and 2 alternates).
 - Students that have fulfilled graduation requirements may have the opportunity to select additional electives.
- Electives are based on availability.

General Information for all students:

- Review “Academic History” in Skyward *prior* to selecting courses
- 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
- Schedule changes
 - After the release of tentative schedules:
 - **To correct any data error** (includes prior failure with teacher or summer school completion)
 - Students will have through the first day of school to request a schedule.
 - 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 review of the Teaneck High School Curriculum Course Guide. It can be found on the [“School Counseling”](#) page. Take time to access the courses they have completed, consider their interests and post-secondary planning. This will ensure that the courses selected match the student’s interest, which will prevent unnecessary schedule changes.

Please do not hesitate to contact your child's School Counselor.

I am greatly looking forward to supporting your students on their academic journey here at Teaneck High School and beyond.

Kind regards,

K. Golding-Cooper

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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 |
| Global History, American History I, American History II | 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

