



**TEANECK BOARD OF EDUCATION
SCHOOL COUNSELING DEPARTMENT**

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Christopher C. Irving, Ed. D.
Superintendent

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

In order to assure that all students will be properly scheduled for the 2020 - 2021 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. Traditionally, the scheduling process would occur with counselors meeting with students to review the course offerings for the upcoming year. As we all know, we are in a time when we must make the necessary adjustments to support our students continued success. This year, we will be doing this process electronically due to school closures. 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. The next step is for students to select their elective courses. This will occur via Skyward Family Access April 20 - 24, 2020. Please view the [Skyward Family Access - Online Course Selection](#) video for information.

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.
- 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.
- Students are to select no more than 5 elective requests to accommodate alternatives in the scheduling process (3 primary and 2 alternates)

9th and 10th grade Parents/Guardians

Please sit with your child and discuss their interests and abilities. Select courses that fulfill graduation requirements. Electives are based on availability. Please ensure that all elective selections are based on students' interest. This will ensure that students are content with their final schedule. Please review "Academic History" in Skyward as a guide when selecting courses.

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 courses you select fulfill the graduation requirements. Be sure to review your "Academic History" in Skyward to ensure you are on target to graduate. Your counselor will answer any questions you have when they meet with you.

General Information:

- 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
- In August, students will receive tentative schedules. Notification will be sent
- Schedule changes:
 - **To correct any data error** (includes prior failure with teacher or summer school completion)- Summer or the first two weeks of school, not to exceed ten school days
 - 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.
 - 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 encourage students to read our Course Selection Guide carefully. It can be found on our website under "[Scheduling](#)". Take time to access the courses they have completed, 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 understand that this is a new process and some families may be experiencing some challenges during this time. Please know we are here to support you. Please do not hesitate to contact your child's School Counselor.

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

Kind regards,

K. Golding-Cooper

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