

TEANECK BOARD OF EDUCATION
School Counseling Department

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Superintendent

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August 26, 2021

(Updated Scheduling Letter)

Dear Parents/Guardians and Students,

The Teaneck High School Counseling Department looks forward to welcoming students back this September for the 2021-2022 school year. This letter provides important information related to student schedules. Scheduling at THS is a very careful and important process, which requires the input of students, teachers, counselors, and parents/guardians.

The access to view schedules in Skyward will open on Wednesday, August 25, 2021. When viewing the course schedule, it is important to note that as a practice, the school district does not honor requests for teacher changes.

Students should submit a schedule change request if one of the following schedule conflicts exist:

- To address a failure that prohibits progress to the next sequential course
- To take into account successful summer school completion, which allows progress to the next sequential course
- To correct a class that appears on a schedule that was previously passed
- To permit Seniors to fulfill graduation requirements

Please note: Electives were based on student request during the course selection process prior to the end of last school year *and course availability*

If a schedule change is necessary, please be mindful of the following:

- All course changes should be requested by September 17th.
- Approved requests may not be reflected on student's schedule until after September 1st when School Counselor returns.
- Students in grades 9 & 10 must maintain 40 credits. Students in grades 11 & 12 grade may choose to carry 35 credits if they have sufficient credits to graduate
- A request must be submitted via the "[Schedule Change Request](#)" Google form from the *student's THS email address*. The School Counselor will contact the parent/guardian via phone, or a parent email (listed in Skyward) for a request to be confirmed.
- Space must be available in the class/course requested.
- All requests are not guaranteed.
- Students will receive an email when the request has been processed. Until such time, the student must attend the class(es) on their schedule.

Other points to consider:

- For more information please reference the "[THS 2021 - 2022 Curriculum Course Guide](#)" located on the "[Scheduling](#)" tab on the School Counseling webpage.

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- If you need information on how to access Skyward Family Access and its features, please go to <https://www.teaneckschools.org/FamilyAccessSkyward.aspx>
- Student's School Counselor is noted on their schedule. ***Please note, counselor responses will fully resume on September 1.*** We appreciate your continued support of our efforts to serve the students at "The Castle on the Hill."
- To remain informed, please access the following communication sources:
 - Teaneckschools.org, THS page, and the School Counseling page
 - Teaneck Public Schools APP (download to your phone from the Appstore)
 - Social Media: @TeaneckSchoolCounseling on Instagram, Facebook and YouTube
 - Respective "College & Career Info" Google Classrooms (Students Only)

Seniors: Join Code: fwzm5z2

Juniors: Join Code: ia3aqne

Sophomore: Join Code: ydbc3eh

Freshman: Join Code: iu7nmza

The School Counselors are a dynamic group that are excited to support students and parents/guardians. We know that there will be challenges as we navigate this school year, but I am confident that we will provide the support to our school community to have a great year.

Kind regards,



Keshia Golding-Cooper