

Steps and Timeline for Scheduling Courses for 2023 – 24 Academic Year

We are quickly approaching the scheduling time period for the 2023-2024 school year. This email is to inform you of the process here at Innovation Academy and how to educate both you and your child how to best plan and prepare for next year. There is a lot of information here, and we want to ensure our community is well-informed as they go through the scheduling process this year.

Step 1: Educate

We will be holding both parent and student workshops in January and February to ensure all stakeholders have the information they need to make smart decisions about courses for next year.

Before attending the workshops, students and parents should review mandatory information to ensure they have a base of knowledge about courses, course progressions, graduation requirements, and workload hours here at Innovation Academy.

- Innovation Academy Course Catalog
 - Course Progressions and Pre-Requisites are included in the catalog
 - Graduation Requirements and Grad Stat Template are included in the course catalog
- Student and Teacher Reported Workload Per Class
- AP Course Catalog

All of these items will be available on a brand new web page on the counseling website starting Monday, January 9, 2023: <https://www.counseling.fcsia.com/academics>

Attending the workshops without prior knowledge or questions ready to go could prevent the student and/or parents from getting the most valuable information. **Students and parents should bring questions with them to the workshops.**

Students and Parents:

Dual Enrollment and AP Night – Wednesday, January 11, 2023

6:00pm – Dual Enrollment Night

7:00pm – AP Night

*Learn more about the dual enrollment opportunities that Innovation Academy offers and meet with advisors from several of our college partners. Learn more about our AP courses, a balanced schedule, and what is best in choosing AP courses.

Students:

Current 9th Graders

- January 11 and 12, 2023: In the GT Block class

Current 10th Graders

- February 7, 2023
- Lunch Sessions: 4th Period - 11:37 or 12:07, 5th Period – 12:37 or 1:07

Current 11th Graders

- February 8, 2023
- Lunch Sessions: 4th Period - 11:37 or 12:07, 5th Period – 12:37 or 1:07

Parents:

Current 9th Grade Parents

- Thursday, January 19 at 6:30pm in the Auditorium

Current 10th Grade Parents

- Tuesday, February 7, 2023 at 6:30pm in the Auditorium

Current 11th Grade Parents

- Wednesday, February 8, 2023 at 6:30pm in the Auditorium

Online Workshop – All Grade Levels

*Note: This workshop will include general information for all grade levels. We HIGHLY recommend attending the in person workshop by grade level to receive the most specific information for your student

- Thursday, February 9, 2023 at 7:00pm on Teams
- [CLICK HERE TO JOIN](#)

Step 2: Recommendations and Selection

Teachers will be speaking with students in the month of January about different course options for next year in their department. Based on these conversations and their current progress in the course, teachers will make recommendations for the students for next year.

We HIGHLY recommend that students and parents keep the recommendation made by the teachers as the teacher and his/her department have had numerous discussions and made decisions about how to best recommend students for their next courses.

February 13 – 17: Elective Selection for Students

*All instructions for the process will be sent out to parents and students the first week of February

Step 3: Review, Waivers, and Contracts

February 20 – 23: Verification #1

February 27 – March 2: Verification #2

March 2: All Course Waivers are due to the Counseling Office – NO EXCEPTIONS

*If a student is not recommended for an honors or AP course they want to be in, they must have a course waiver meeting and form filled out with their teacher and parent.

**No digital copies will be accepted.

March 8 – March 31: Rigor Contract Meetings

*If your student has chosen to take any of the following combinations of classes, an in person meeting will be required to finalize the schedule and a Rigor Contract will need to be signed.

**A sign up form for a time slot will be sent out on March 6, 2023

Meetings and Communication with Staff

During the scheduling season, our counselors will be running the sessions/evenings listed above, making changes and developing the schedules, and working with the teachers on their recommendations. While they can not meet with every student and family individually, they are working hard to have as many opportunities for families and students to ask questions.

It is important to begin the exploration and question forming process with your student NOW. Please use the resources listed above to start exploring options and preparing questions for the many educational opportunities listed above.

- Our 11th grade students wrapped up their one-to-one student and parent sessions with their counselors in the fall semester.
- Our 10th grade students will be having small group sessions with their counselors in the 3rd and 4th week of January. Remind your student to be on the lookout for their date and time!
- Our 9th graders will spend two days with our counselors in their GT Block class which will be two 2-hour sessions. During this time they will have the opportunity for individualized questions, small group workshops, and LOTS of high school course related information.

As we move into the February selection process, it is VERY important to read and follow the instructions for how to submit changes, requests, waivers, and contracts. Failure to follow the outlined procedures can delay our counseling staff from ensuring a successful scheduling process for all families.

I hope you have read through all of this information to ensure you and your student will be ready for the scheduling process. I will continue to disseminate information regularly as we go through the scheduling season. Please begin to formulate your questions now to ask during our educational workshops and sessions. We look forward to answering them on the dates listed above.

Thank you,

Jessica Lundy
Assistant Principal
Curriculum Assistant Principal
Scheduler

