



Lambert High School
Course Recommendation & Registration Guide
2019-2020



Welcome to the 2019-2020 Registration Guide!

Lambert High School is excited to pilot this registration process with our current Freshmen families. In order to help you understand the process and timeline, please use this guide for additional information. Please refer to the chart below for important dates in the registration process for the 2019-2020 School Year:

Date	Time	Location	Activity
February 1, 2019	3:40 PM	LHS	ALL RIISING SOPHOMORE Recommendation Sheets/Instructions Sent Home
February 27, 2019	8:00 a.m.	FCS	Portal Opens for Elective Registration
March 6, 2019	4:00 p.m.	FCS	Elective Portal Closes
March 11, 2019	8:00 a.m.	FCS	Online Waiver OPEN
March 18, 2019	4:00 p.m.	FCS	Waiver Deadline
March 26-28, 2019	8:00 am/ 4:00 pm	FCS	Portal Opens for Registered Course Review VIEW ONLY - No Changes made in portal during this window

STEP 1: Teacher Recommendations

Teacher recommendations are a vital part of the registration process for high school. Based on current student academic performance and their understanding of the next course in their content area, your child's current teachers will place their professional recommendation in the teacher recommendation column for their respective subject area. They will bring home their comprehensive recommendation sheet to parents on February 1, 2019.

Content Area	Teacher Recommendation	Student/Parent Selection	Teacher Initial (to be completed once student has returned this form)
ELA	___10th Grade Lit ___10th Grade Lit Honors	<input type="checkbox"/> Agree with recommendation <input type="checkbox"/> Other selection: _____ _____	<input type="checkbox"/> recommend <input type="checkbox"/> request

STEP 2: Family Feedback

After teachers have provided their professional recommendation, we are asking families to collaborate with the school by reviewing the comprehensive recommendations. Once the family has a chance to review their student's course recommendations, they are asked to complete the Student/Parent Selection column and finalize each subject area. For example, the family should note if they agree with the recommendation OR use this opportunity to select a different level of instruction.

Content Area	Teacher Recommendation	Student/Parent Selection	Teacher Initial (to be completed once student has returned this form)
ELA	___9th Grade Lit ___9th Grade Lit Honors	<input type="checkbox"/> Agree with recommendation <input type="checkbox"/> Other selection: _____ _____	<input type="checkbox"/> recommend <input type="checkbox"/> request

In this case, if the student is recommended for **10th Grade Lit Honors**, but is also recommended for several other highly demanding courses AND participates in other extra-curricular programs, this is a great time for the family to select **10th Grade Literature** so that the student has a more balanced schedule. We ask that parents complete the Student/Parent selection for each area on this form.

When making family selections, we remind you of the importance of **balance**. Taking a full-load of accelerated content courses, as well as participating in extra-curricular clubs and opportunities, is a schedule very few students can manage while maintaining academic success AND emotional/mental well-being. In an effort to

engage in a collaboration with families, who are not only aware of academic goals, but also students' commitments outside of school, we are hopeful that this added layer of communication will allow us to collaborate in efforts to support students leading an enjoyable, successful, and healthy school year.

Step 3: Elective Courses

Students currently enrolled in an introductory pathway course ***must be recommended*** into the next course in the pathway by their current course teacher. For students who are currently successful in the entry level course, teachers will share recommendations for the next course in the sequence in the first column.

Content Area	Teacher Recommendation	Student/Parent Selection	Teacher Initial (to be completed once student has returned this form)
Elective Course		<input type="checkbox"/> Agree with recommendation <input type="checkbox"/> Other selection?*	<input type="checkbox"/> recommend <input type="checkbox"/> request

If the student would like to continue in the pathway, they will select "Agree with the recommendation" in the Student/Parent Selection column.

Content Area	Teacher Recommendation	Student/Parent Selection	Teacher Initial (to be completed once student has returned this form)
Elective Course		<input type="checkbox"/> Agree with recommendation <input type="checkbox"/> Other selection?*	<input type="checkbox"/> recommend <input type="checkbox"/> request

If a student would like to explore a different entry level course for the next year, they should select the "Other Selection" option when returning the form to their teacher. When Other Selection is indicated, elective teachers will NOT make a course recommendation for the next course in the progression. Students will need to make their Elective Course Requests during the request window: February 27-March 6, 2019. Instructions for this process will be available on the LHS Counseling Website.

Please note, several Fine Arts Courses require auditions for placement in the class. Students will be able to request the generic registration for these courses and then be placed in the correct level for their program. Details about audition times and procedures will be shared with students through our Fine Arts Program coordinators.

STEP 5: SIGNATURES & COPIES

After reviewing the course information and discussing requests for electives, you're almost done! We ask that both parents and students sign the form so that everyone has had a part in the conversation about course selections for next year.

Please keep the top copy (WHITE) of the handout for your records.

RETURN the additional copy (PINK) to the high school by Monday, February 4, 2019 so that teachers can finalize the course requests for your student. If you elect NOT to return the form, teachers will simply enter their recommendations based on their professional insight. You will be able to see ALL of the course requests, both academic and elective, during the **Course Verification viewing window in Parent Portal open from March 26-28, 2019.** Instructions on accessing this information will be available on the LHS Counseling website.

Thank you so much for partnering with us in the 2019-2020 Registration process for your student.

Sincerely,

The Lambert High School Administrative Team