

May 21, 2015

RE: COURSE REQUESTS FOR THE 2015-2016 SCHOOL YEAR

Dear Parents/Guardians:

On the reverse side of this letter, you will find a copy of your child's course requests for the 2015-2016 school year. The list contains both the courses that your child requested, as well as those that were recommended by the respective subject teacher(s). Please keep in mind that course electives may be impacted due to mandated Academic Intervention Services (AIS) such as tutorials, reading support, ESL, and/or special education needs. These determinations will be made in June.

I respectfully ask that you review your course requests carefully as changes in selections will only be honored up until **June 30th** of this year. Following this date, the only changes that will be considered are those that result in course conflicts and/or teacher recommendation changes. As a reminder, *final* course recommendations into Accelerated, Honors, or Advanced Placement (AP) will be finalized in June once *final grades* have been earned.

Lastly, courses listed at this time are **only** requests (it is not a schedule). Although we will try to accommodate each student's first choice, classes are subject to change due to enrollment and/or staffing. As always, preference will be given to upperclassmen that require courses for graduation.

If you have any questions, please contact your child's counselor.

Sincerely,

Kitty R. Klein
Director of Guidance
and Testing Services, K - 12