



## METUCHEN PUBLIC SCHOOLS

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School Counseling Department  
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School  
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### Understanding of the Scheduling Process

It is **critical** that students carefully consider the courses chosen during the **Course Selection Process** (in Edgar Middle School the process involves students completing 9<sup>th</sup> Grade Elective Request Form but all other scheduling rules outlined below apply).

**In an effort to ensure everyone fully understands the scheduling process, we require all families to:**

- 1) Confirm the course requests submitted during the Course Planning conference, and
- 2) Acknowledge their understanding of the scheduling process outlined below.

#### **Your acknowledgement of this letter indicates that you understand:**

- Any student/parent who disagrees with a **level placement** may submit a Level Change Request Form to the school counselor. The **deadline for requesting a level change** is the end of the 4<sup>th</sup> week of class. **THIS DATE IS FIRM.**
- Course requests are equivalent to **making a reservation** and drive the creation of the master schedule (number of sections, class sizes, periods in which period classes run, etc.). When a student changes his/her mind it may be impossible to accommodate the request(s). *It is important to consider scheduling limitations carefully when making your choices.*
- Although every effort is made to accommodate elective requests, **no student is guaranteed his/her choice(s) of electives.** In the event of scheduling conflicts, seat limitations, or lack of enough requests, alternate electives may replace the first choice. *It is important to choose acceptable alternates.*
- If you request a **zero period class**, please note that there is no guarantee a class will end-up running during zero period because 1) the number of requests will determine which classes run during zero period and 2) there are class size limits.
- If requesting **senior privilege**, students will either receive a late start OR an early release, depending on the scheduling configuration necessary to accommodate all other requested courses. There is a possibility that a hard conflict with a required course may interfere with this request.
- The school cannot guarantee the period, time of day, or teacher assigned for any requested courses. **Requests for particular lunch periods are not accepted.**

- When schedules are released in late August, **only the following scheduling issues will warrant an appointment with the counselor:**
  - There is a class on your schedule that was not requested,
  - You have a missing period or see a course previously taken and passed
  - There is a previously failed a class on your schedule with the same teacher (every effort is made to not place student with same teacher)
  - As a senior, you are not scheduled in a course needed for graduation
  
- **Schedule changes are not permitted for the following reasons:**
  - A different lunch period
  - Requests to be with specific classmates
  - A different teacher
  - Preference for class during a different period
  - Driver's Ed (Health 10) to coordinate with a birthday
  
- **No schedule changes or withdrawals will be made after the 5<sup>th</sup> day of class for either a full-year or semester class. THIS INCLUDES ALL AP ELECTIVES** (those not taken as a graduation requirement). **Note: See Level Change Deadline in first bulleted statement.**  
**AND PLEASE NOTE:** course section and seat availability may limit the possibility to make some requested changes, even if done so within the first five days of class.

*By acknowledging this document, you verify that you have read and understand the content and that you have reviewed all course selections for next school year. If you have any questions, please contact your assigned school counselor.*

***Important Message: A student without a signed acknowledgment will not be issued a finalized schedule until the signed acknowledgement is on record. If course requests are modified in any way after the Course Planning Conference, parents and students will be notified.***

**It is strongly recommended that you maintain a copy of this document for your records.**