



# METUCHEN HIGH SCHOOL

## School Counseling Department

Brenda S. Gupta, Supervisor of Guidance and School Counseling, K-12  
400 Grove Avenue, Metuchen, NJ 08840

732-321-8700 x 5020

School Counselors:  
Arden Dean  
Elizabeth DeMott  
Traci Grauer

March, 2021

Dear Parents and Students,

The Scheduling Portal to make elective choices will open in [Genesis](#) for current MHS 9th and 10th grade students starting **March 10th at 3pm and will close on March 17th at 3pm.** For course descriptions, please reference the [Program of Studies](#).

Please sit with your child and discuss their interests and abilities. Keep in mind that they must select courses that fulfill graduation requirements and electives are based on availability; so it is imperative that you indicate your **top five choices** in order of importance. Be sure to select carefully because there are **no elective changes** after June 1st.

To view the video with step-by-step instructions regarding choosing electives, paste the following into your internet browser:

<https://www.loom.com/share/8bc459a0cf7b4a5b98afacdf55eeb8c>

Your child's recommended academic courses for next year will be available to view *after* **March 10th** in Parent Portal under the "Scheduling" tab. All of these courses will be reviewed following the third marking period and again when final grades are available.

All students will meet individually with their counselors to review the requests on Parent Portal and all aspects of their academic program. Parents are welcome to attend these meetings as well. Appointment times will not be rescheduled. If you are unable to attend the meeting with your child, you will be able to view the list of "**requested courses**" on **Genesis under the Scheduling Tab** after their meeting.

Parents and students should view their course recommendations before meeting with their high school counselor so that elective adjustments may be made at that time.

**Ms. Dean's students:** Please view your scheduling appointment using this [link](#) if you are a current **10th grade student**. Please view your scheduling appointment using this [link](#) if you are a current **9th grade student**. This will be a Zoom meeting unless you are a hybrid or full-time student, meetings will be held in the MHS library. **Please directly email Ms. Dean with any questions or concerns.**

**Mrs. DeMott's students:** Please make a scheduling appointment in **Genesis**. Expect a phone call from Mrs. DeMott on your cell phone. Please add your cell phone to Genesis if it isn't already there. If you prefer Mrs. DeMott to call a different number, you should email her in advance of your meeting. If students prefer a Zoom meeting, please email Ms. DeMott. Current 10th grade students may start making their appointments starting March 18th. Current 9th grade students may start



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making their appointments starting April 5th. **Please directly email Mrs. DeMott with any questions or concerns.**

**Mrs. Grauer's students:** Please make a scheduling appointment in **Genesis**. Expect a phone call from Mrs. Grauer on your cell phone. Please add your cell phone to Genesis if it isn't already there. If you prefer Mrs. Grauer to call a different number, you should email her in advance of your meeting. Current 10th grade students may start making their appointments starting March 18th. Current 9th grade students may start making their appointments starting April 5th. **Please directly email Mrs. Grauer with any questions or concerns.**

**Understanding the Scheduling Process Document:** All families must read and electronically sign/acknowledge the "*Understanding of the Scheduling Process*" document. Students will not be scheduled without an acknowledged document on file. The document can be found in the [Genesis Parent Portal](#) under **Documents Tab**. Once you read the document, please click the green bar to acknowledge/sign electronically.

Students should be **signed into Genesis and Naviance at the time of their appointment.**

*It will be helpful for students to log on to Naviance prior to their meeting in case a password reset needs to occur.*

During their scheduling meeting, students will learn how to utilize various features such as Career Pathways and Clusters in Naviance. Students are encouraged to complete the *Career Interest Profiler* in Naviance prior to their scheduling meeting. To access this assessment in Naviance, go to Careers→ Explore Careers and Interests→ Career Interest Profiler. This assessment should take 10 minutes to complete.

If you have any questions, please call the School Counseling Office @ **732-321-8700 ext. 5020.**

Sincerely,

*The MHS School Counseling Team*