HIGH SCHOOL REGISTRATION

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| **Date** | **Task To Be Performed** | **Targeted Grade Level** | **Person Responsible** | **Date completed** | **School Counselor/Administrator Verification** |
| October | Planning meeting for registration | 9th – 11th grades | Principals  School Counselors |  |  |
| November | Deletions and Additions to Course offerings for Registration | 9th – 11th grades | Principals  School Counselors  PowerSchool Manager |  |  |
| December | Final copy of Registration Document to each High School  Check course requirements/ courses completed | 9th – 11th grades | School Counselor  PowerSchool Manager |  |  |
| January | Prepare forms for Grade level course offerings and School registration form | 9th – 11th grades | School Counselor |  |  |
|  | Registration Booklets and materials ready for pickup / website | 8th – 11th grades | Principals |  |  |
|  | Run transcripts for ALL SENIORS within the first 10 days (check for completion of all requirements, reschedule if necessary). | 12th grade | School Counselors |  |  |
| February | High School & Middle School Counselors meet for Orientation /Registration Meeting | 8th- 11th grades | Principals  School Counselors |  |  |
|  | Registration / Orientation of Staff at schools (Transition Date & Materials sent home) | 8th- 11th grades | Principals  School Counselors |  |  |
|  | Visit Feeder Schools to discuss registration with parents & students | 8th grade | School Counselors |  |  |
|  | Mass enroll core content courses for students: ELA, Math, Science, Social Studies, etc. | 8th- 11th grades | PowerSchool Manager |  |  |
| February-March | Begin placing course offerings in PowerScheduler | 8th- 11th grades | School Counselors |  |  |
| March | Review paper schedule or PowerScheduler to ensure correct course offerings | 8th-11th grade | School Counselors |  |  |
| April | Student verification forms printed and distributed | 9th-11th grade | School Counselors |  |  |
|  | Course selections requiring a Teacher Recommendation should be distributed to teachers for review | 9th-11th grades | School Counselor  PowerSchool Data Manager  Dept. Chairs |  |  |
|  | Core Curriculum department chairs receive course print out for review | 9th- 11th grades | School Counselor  PowerSchool Data Manager  Dept. Chairs |  |  |
|  | Preliminary course tally (Run in PowerScheduler) Do cleanup as necessary | 9th-11th grades | Principals  School Counselors  PowerSchool Data Managers |  |  |
|  | Clean-up of course selections | 9th -11th grades | Principals  School Counselors |  |  |
| May | Exceptional Children’s Confidential folders with current IEP at appropriate high school. | 8th grade | EC Department Chairperson |  |  |
|  | Review GDVR Report in PowerSchool for ALL Seniors | 12th grade | School Counselors |  |  |
| June | Complete NC Graduation Report, Review Cumulative Folders (Promotion & Retentions) | 12th grade | School Counselors |  |  |
|  | Identify students that are missing credits for next cohort for LAP (cumulative folder-tabs) | 9th 12th grades | School Counselor |  |  |
|  | Run final transcripts for seniors to mail to appropriate post-secondary institutions | 12th grade | School Counselor  PowerSchool Data Manager |  |  |
|  | Clean up course tally and registration based on class failure list and drop courses upon insufficient enrollment and staff allotments | 9th- 12th grades | School Counselors |  |  |
| June/July | Determine the number of sections for each course and commit to the Master Scheduler | 9th-12th grades | Principal  School Counselor  PowerSchool Data Manager |  |  |
| August | Hand scheduling for those students not fully scheduled | 9th-12th grades |  |  |  |