

GUIDANCE SERVICES

POINT PLEASANT BOROUGH HIGH SCHOOL
LAURA HERBERT DRIVE
POINT PLEASANT, NEW JERSEY 08742

EDWARD McNEIL
Director of Guidance

(732) 701-1900 ext. 2209/08
FAX (732) 701-2513

January, 2017

Dear Parent/Guardian:

Believe it or not, it is time to begin preparing for the 2017-2018 school year. Your child will be receiving the 2017-2018 *Course Selection Guide* during the last week of January. The guidance counselors will be conducting classroom presentations explaining the 2017-2018 school year course selection process. The *Course Selection Guide* is also available on the Guidance website. The dates listed below provide specific information concerning the first phase of the scheduling process for the next school year:

IMPORTANT DATES

January 30 - February 3

Guidance presentations and Course Selection Guide distribution

February 9-21

Genesis Parent Portal 2017-2018 course selections tab open

February 21

Course request forms due in Guidance Services office (only required if you did not request courses through the parent portal)

February 21 - March 21

Course selection appointments with guidance counselors for grade 9-11

This first phase of scheduling is extraordinarily critical for both your child and the overall high school master schedule. Please spend time reviewing the contents of the *Course Selection Guide* with your child and also discussing their future aspirations and goals. It is important to consider your child's grade level and future plans when selecting courses, so that upon graduation, as many opportunities as possible are made available to your child. In this fashion, the scheduling conference will reflect a coordinated effort between you and your child's guidance counselor. Simply stated, the harder we work cooperatively now, the more effective and efficient the scheduling process will become.

Students will be able to make course requests for the 2017 -2018 school year through the Genesis parent portal, as well as the traditional course request form. The scheduling tab in the Parent Portal will be activated from February 9th through February 21st. Additional information about this aspect of the parent portal will be made available to the students and posted on our website. If you experience any problems with this process, submitting the traditional paper form is perfectly acceptable.

If you would like to speak with your child's guidance counselor concerning course selections or participate in the scheduling conference, please contact the Guidance Services office. Whether or not your child chooses to request courses electronically or with the paper form, verification of all course requests will be available in the parent portal in April. We look forward to working with your child during the scheduling process.

Sincerely,

Ed McNeil
Director of Guidance