

Course Request Timeline of Events 2022 *(for the 2022-2023 school year)*

Week of January 18th: Students enrolled in CPS receive materials

1. Course Registration Guide (also found online at: <https://docs.google.com/document/d/1qgV7iHFY3hzbzLa7F7oJviTKebG17YHAa/edit?usp=sharing&ouid=105429479237228311808&rtpof=true&sd=true>),
2. Course Request Form, and
3. for current 8th grade students, a one pager with a list of all course titles and numbers available to 9th grade students.

January 25, 2022 (Tuesday): Virtual Course Fair 5:30-7 pm via Zoom

Link: [Microsoft Word - Course Fair Links.docx \(cpsk12.org\)](#)

This event is an opportunity to ask specific questions of members of the Hickman Faculty about courses that are offered for any grade level. Each department or support program has a link to a Zoom meeting space or an email where you can send questions directly.

January 28, 2022 (Friday): Course Request Forms Due

Students should return their course request forms to the designated teacher or office. For current Hickman students those teachers are:

- 9th grade – Advisory,
- 10th grade – Biology, and
- 11th grade – Science teacher.

If your junior student does not have a science class, please turn the form into either the West or East offices. Students may additionally enter requests into the Home Access Center online, but the paper form is the main reference piece for counselors.

Course request forms are a rough draft of what a student intends to take in the fall. The classes entered on the form start a conversation that is continued during Individual Advisement.

January 31 – February 25, 2022: Individual Advisement for Current 9th, 10th, and 11th grade students

Counselors at Hickman meet with each student in grades 9-11 during the month of February. During this individual advisement appointment, counselors go over:

- graduation requirements,
- plans for after graduation, and
- the requests entered on the form.

During this consultation changes to requests may be made. They will be entered into the computer and visible to students and guardians in Home Access Center. Counselors will also print a hard copy of the requests for the student. After reviewing the course requests entered into the computer, if the student or guardian would like to make a change it must be done in writing, with the guardian signature by Thursday, March 3.

March 3, 2022: All courses final at end of day, 4:15 pm

This is the deadline for students to make changes to course requests for the 2022-23 school year. After this point the building and district leadership use requests to create a plan for the master schedule in the fall as well as the staffing needs across the district for high school classes.