

Name \_\_\_\_\_

ID \_\_\_\_\_

Dear 8<sup>th</sup> Grade Students and Parents,

Scheduling time is here. The following information will help you and your parents better understand the scheduling process and assure a smooth transition to high school.

The first step is scheduling classes for next year. Start by reading our scheduling handbook. Pay particular attention to the first 9 pages that describe opportunities and requirements at Logan Elm High School. Use the long range planning form on Page 4 to map your progress toward graduation. Pages 10-26 deal with the course offerings within each of our departments.

We have listed on the back of this letter only the courses a freshman may take. Course selection should be based on graduation requirements (Page 3) and your career goals. Our master schedule is built from requests made by the entire student body. Read course descriptions and circle no more than 8 credits (not classes) you would like to take. Choosing more than 8 credits would inflate our numbers and make it impossible to construct a good master schedule.

In some cases, we need you to gain approval and a signature for certain classes. See your Language Arts teacher for his/her signature in English or Spanish and your current teachers for their subjects. Have your requests marked and ready to submit by computer by April 3rd.

You may not get every class you request. We will guarantee you get your required classes, but not electives. We also promise to help you obtain a good working schedule.

**Parents, we will hold a high school scheduling and information meeting on Tuesday, March 31<sup>st</sup> at 7:00 p.m. in the high school gym.**

Sincerely,

William J. Frost  
Guidance Counselor

Gail C. Franks  
Guidance Counselor