

High School Course Registration Timeline

Future Scheduling for 2025-2026

[24-25 Timeline](#)

[23-24 Timeline](#)

[Counselor Expectations by Grade Level](#) **Change cells to black text once you have completed changes for 25-26**

	BHS	CCHS	CRCA	Details/Action
PTECH Recruitment Dates	Place: BMS Date: Nov 19 Time: School Day - All day 11/19 through CCE Place: BMS Date: First Week of February Time: during CCE	Place: CCMS Date: Nov 20 Time: School Day - All day 11/20 through CCE Place: CCMS Date: First Week of February Time: during CCE	CRCA will join P-TECH for recruitment dates on Nov. 19-20	P-TECH team and student ambassadors head to each MS campus to introduce PTECH option to students during CCE classes in the library; Interested students are invited to apply - those who express interest and do not apply right away are pulled into brief interest-check meetings during the first week of February. Early app due date is March 1, 2025 - If program limits not met/exceeded, applications open all year until limits reached.
Registration Planning w/Middle Schools (MS/HS Admin review plan at Levels meeting?)	MS & HS teams - October 14th @ District Counselor Meeting	MS & HS teams - October 14th @ District Counselor Meeting	MS & HS teams - October 14th @ District Counselor Meeting	MS/HS counselors meet to build calendar and details; submit and review with Principal/Assoc for approval See process below

<p>ACC Kickoff Meeting for new ACC students</p>	<p>Student meeting: Oct. 24&25th: Dual Credit Program Promo Video and Student Interest Meeting Sign-Up tinyurl.com/fallpromo24</p> <p>Oct 30th: Dual Credit Student Interest Meeting bit.ly/25FSDCIF</p> <p>Parent meeting: Nov. 6th: In-Person Dual Credit Parent Interest Meeting bit.ly/dualparent24rsvp Nov. 7th: Virtual Dual Credit Parent Interest Meeting tinyurl.com/BHSDUAL25</p>	<p>Student meeting: -October 16-20 W. Geo & W. History *LaNelle will email all W. Geo & W. History teachers about push ins</p> <p>*Finalize planning this week for push ins & confirm date on Parent Meeting- Meet Friday, 9/29</p> <p>Parent meeting: November 1 or 2 Location: Time:</p>	<p>Student meeting: All students starting ACC this Spring. Jan.15th. EDUC1300 push-in prior to the start of the ACC semester.</p>	<ul style="list-style-type: none"> • CCC coordinate with ACC Liaison • Email blast to parents • CCC Staff schedule classroom visits • CCC Staff schedule ACC parent meetings
<p>TSIA2 Testing for New ACC students</p>	<p>Date: Nov. 19th & 20th Time: Start time: 8:40am Place: TBD on # of sign ups Process: Scan QR code or follow link to sign up for the test: https://tinyurl.com/TSIBHSDC1920</p>	<p>Date: November 10 Time: Place: Process:</p> <p>*How is the process of signing up for TSI communicated to students? *How do we support them signing up? *Students need study resources *Jasmine communicate to counselors when students are TSI ready *ACC Application workshops start in January</p>	<p>CRCA counselor administers TSIA2 every available Friday from September 20th- May.</p>	<ul style="list-style-type: none"> • CCC Staff schedule TSI Testing • CCC coordinate logistics for testing students interested in taking ACC classes

		for College Ready - Confirm dates- SOAR Time Groups		
	BHS	CCHS	CRCA	Details/Action
Schedule current 9-11 classroom guidance and course selection: create calendar	Who will create and send to teachers? Nevares will coordinate with SS and Eng 3 teachers	Who will create and send to teachers? W. Geo W. History English 3 Joanie will build schedule Course Selection forms with counselor recommendations Cohort Presentations	Current Sophomore Cohort: Jan.8th- course selections and degree declaration presentations Current Freshmen: Jan. 15th, course selection presentation with ACC meeting through push-in to EDUC 1300.	Email teachers the schedule as soon as dates are set; email reminder again one week prior to pushing-in
Course Guides to Campuses	Number to order for HS Class sets and counselor office: 150 copies	Number to order for HS Class sets and counselor office: 150 Copies	CRCA Course Guide will be updated by mid-Dec. (RE and TJ will review and send to MC for approval)	Raina will order prior to leaving for Winter Break Print shop delivers in early Jan.
Career Plans: How-to Videos and one-pagers to HS Campuses (date will depend on when HS goes to MS)	Date needed by: January 17, 2025	Date needed by:		Raina will provide to leads; leads will include in presentations. Need to also blast instructional video and one pagers to parents.
Future Scheduling roll up - What all do you want rolled up?	Courses	Courses Courses and Sections Course, sections, meets	Courses Courses and Sections Course, sections, meets	C. Tawater will roll up in late October
Career Plans preparation in	<i>Lead set date w/ Raina</i>	<i>Lead set date with Raina</i>	These are completed at 8th and transferred to	Leads and Raina will need a day to review and revise

Skyward; Course Master Clean-ups			CRCA with the student.	Course Keys and Course Names have to match (for IT & rostering)
8th Grade Classroom (CCE) presentations - Counselors must present face to face in whole group or individual classes	Date(s): Jan 22 Course: Jan 27th - 28th Materials needed: Advance Academic Agreements,Choice sheets, one pager how to build career plan and how to select endorsement	Date(s): Jan 17th Course: Social Studies Materials needed:	CRCA counselor will join Counselors and pull students for academic choices @ CRCA.	Leads will get with MS counselors to coordinate. MS & HS Admin will approve the final plan.
	BHS	CCHS	CRCA	Details/Action
What's Next? High School Planning Meeting Course Fairs @ MS Campuses	Place: BHS Date: January 22 Time: 5:30	Place: CCM Date: TBD Time: 5:30	Martin usually joins both meetings.	CCMR and CRCA teams will present at MS Broad overview of programs of study, grad reqs, endorsements, PTECH, CRCA
11th - Cohort 2026 Choosing seniors courses	Presentation of course selection and distribution of course selection sheets dates: Thursday, Feb 6th - During BT	One General Course Presentation 9th-11th show through SOAR the week of January 8th and week of 15th before Course Selection Fair	Cohort meeting with google form for course selections on Jan.8th. ACC Jr. degree audits Apr 3, 2024 with HS counselor and ACC academic advisor.	Distribute CSS to Eng 3/ACC Comp 1301 classes Counselor meets 1:1 with Student to review transcript and grad reqs; counselor loads choices in Skyward

	<p>Meet w/student through Eng 3 classes and load courses dates: Mon-Thurs, Feb 20-13</p>			
<p>10th - Cohort 2027 Choosing junior courses</p>	<p>Presentation of course selection and distribution of course selection sheets dates: Thursday, Jan 30th - During BT</p> <p>Meet w/student through W. History classes and load courses dates: Mon-Thurs, Feb 3-7</p>		<p>Current Sophomore Cohort: Jan.8th- course selections and degree declaration presentations</p>	<p>Distribute CSS to W. Hist classes</p> <p>Counselor meets 1:1 with Student to review transcript and grad reqs; counselor loads choices in Skyward</p>
<p>9th - Cohort 2028 Choosing sophomore courses</p>	<p>Presentation of course selection and distribution of course selection sheets dates: Thursday, Feb 13th - During BT</p> <p>Meet w/ student through W. Geo classes and load Career Plans dates: Tues-Fri, Feb 18-21</p> <p>Lock Career Plans date:</p>	<p>Presentation of course selection and distribution of course selection sheets dates:</p> <p>Meet w/ student and load Career Plans dates:</p> <p>Lock Career Plans date:</p>	<p>Current Freshmen: Jan. 15th, course selection presentation with ACC meeting through push-in to EDUC 1300.</p>	<p>Distribute CSS to W. Geog classes</p> <p>Counselors can meet in classrooms and walk students through Career Plans - they will be able to edit the selections they made last year.</p>

	Transfer to Future Scheduling date: Monday, April 7	Transfer to Future Scheduling date:		
8th - Cohort 2029 Choosing 9th grade courses	<p>Presentation of course selection and distribution of course selection sheets dates: Wednesday, Jan 22</p> <p>Meet w/ student and load Career Plans dates: Mon-Tues, Jan 27- 28</p> <p>Lock Career Plans date: Wednesday, Jan 29</p> <p>Transfer to Future Scheduling date: Monday, April 7</p>	<p>Presentation of course selection and distribution of course selection sheets dates: Jan 17th</p> <p>Meet w/ student and load Career Plans dates: Jan 30th-31st</p> <p>Lock Career Plans date:</p> <p>Transfer to Future Scheduling date:</p>	<p>The CRCA counselor will join BHS and CCHS counselors.</p> <p>The CRCA counselor will meet with students after they set their 4-year plans.</p> <p>TJ will go over freshmen CRCA elective options and gather, math and Spanish history using a google form.</p>	We will use CCE for Presentations and Registration
	BHS	CCHS	CRCA	Details/Action
Gateway Registration (Date)	March 5			One counselor can go to Gateway to meet with students. Get list from AP office and print student transcripts before going
Loading Endorsements in Skyward - parents and students will	April 4th		This will be done during the parent, and counselor meetings. April-June	

sign digitally in Skyward				
All students must have courses selected by (date)	March 7th		Current CRCA students: Jan. 30th 8th grade: March 7	
Admin wants to pull prelim numbers by (date):	March 7th		March 7	
Pull and send rosters to program directors, coaches, sponsors, etc	<p>Who: Nevares</p> <p>When: March 24 - April 4</p> <p>How should they return them? Through google spreadsheet (Nevares created)</p>	<p>Who:</p> <p>When:</p> <p>How should they return them?</p>	n/a	
Clean-up rosters: Program changes, course changes, etc come from Admin. <i>*Teachers should NOT contact counselors about programming.</i>	April 7th - 17th		Depends on new hire time line.	
	BHS	CCHS	CRCA	Details/Action
Clean-up Future Scheduling Reports - Who runs these,	On going from March 24th through June. Nevares will create a		On going from Feb. through June.	

when, how are changes made, which reports are run?	google form and push out through google slide during BT			
Send out course request verifications 9th-11th (include deadline) - who/when/how	9th - 11th: open in Skyward, fill out google form, push through SS and Eng 3: April 7-10		<p>9th - 11th: Confirm Google form excel printed choices match Skyward.</p> <p>11th- April 3 with ACC academic advisor & CRCA counselor, Jr. degree audits = senior course selections Google form print out verify in person in office.</p> <p>10th-April 14 and 16 pull from through English 2, in hall.</p> <p>9th- April 9 Pull from Tutorials in office.</p>	<p>This can be completed in Skyward now. Discussed blasting directions to students and letting them know how to request changes.</p> <p>Can open configuration for future scheduling in Skyward. Students can view in Student Access and make change requests using a Google Form</p> <p>Or</p> <p>Paper Copies with instructions for requesting changes</p>
Send out (or have them review in Skyward) course request verifications to 8th graders (date and return process/due date):	8th Grade - Push out google form through a google slide to BT: April 7-10		<p>8th grade- Students will verify at end of year parent, counselor, student CRCA meeting April-June.</p> <p>Additional Google form will be sent to each 8th grader with invitation to counselor meeting in March. Due April 15.</p>	Need to discuss how these are pulled and sent to MS.
	BHS	CCHS	CRCA	Details/Action

Verification changes should be made by (date):	Thursday, April 17		Wednesday, April 16	Lock configuration and lock Google Form (if using this method).
Senior release applications available. Students cannot be placed in Sr Release until all qualifications have been met.	Date: On Going Process for requesting: Refer to CCMR tracker for qualified students, Transcript	Date: Process for requesting:	n/a Senior drive forms returned before 1st day of ACC in Sept.	
Request Schedule of Services (SOS sheets) from SpEd to load inclusion and resource courses	We need this by Jan 15th		N/A- CRCA counselor sends 504 via email and printed to each student the day before each semester begins. The email includes instructions on how to turn in accommodations to the SAS office in Elgin on day one.	

9-11 HS Registration Process -

1. Modify Course Selection Sheets (CSS) for current year - add info/link to access CSG on webpage
2. Round 1 - Presentations in cohorts - campus decision - cohort meetings, classrooms, or ET/BT
3. Round 2 - Registration - smaller group/classroom with computers to input selections in Skyward- students will bring CSS and counselors will provide transcript with graduation requirements based on individual students' progress/POS/Endorsement
 - a. Counselors MUST audit transcripts prior to meeting with students
 - b. Counselors meet one-on-one with each student so this will take some time
 - c. Counselors pull students 1:1 or with computers to load choices into Skyward from CSS; student keeps copy of transcript; this would save instruction time and ensure that choices are correctly loaded
 - d. Campus decision on logistics and order - preferably throughout Feb. and into first week of March
 - e. Clean-up 2nd week of March
 - f. Where will counselors access students 1:1
 - i. 9th - W Geog

- ii. 10th - W. Hist
 - iii. 11th - Eng 3/ACC Eng 1302
- g. Verification - mid-late April
- 4. NEW for current 9th grade students:
 - a. 8th-10th graders will use Career Plans and update choices; instructions will be provided

8th grade Course Presentations and Registration

1. Round 1 - Presentations to classrooms - present and distribute through a subject area - HS counselors in classrooms to present - should only take one day.
 - a. Need MS Counselors to assist HS counselors; HS Lead should coordinate with both MS counselors.
 - b. MS counselors will send HS Lead the rosters and teacher schedule for the subject area that they are presenting to
 - c. MS counselors should communicate with 8th grade teachers and assist as needed on this date.
 - d. HS counselors will:
 - i. Introduce CSG - class set to reference during presentation; give simple link
 - ii. Explain endorsement choices and programs of study
 - iii. Give copy of CSS - Discuss core and grad req choices
 - iv. Invite students to Parent Night
 - v. Show how-to video for loading Career Plans (we can also ask this to be shared again in BT/ET by teachers)
2. Collection of CSS with Parent and Student Signatures
 - a. MS collects CSS through core or CCE class - give deadline - best to sort CSS by teacher and period (folders)
 - b. Schedule dates to load course selections and career plans
 - i. May require more time - need at least 2 counselors in each room
3. Round 2 - Student will need their device and Skyward login to load CSS in Skyward - Career Plan. Would be best to have two counselors in one teachers room per day OR at least 2 counselors per classroom. District will provide an example video that can be shared with students and parents.
 - a. Have students log-in to their Skyward account.
 - b. Remind students that you will walk them through the process and not to proceed until they are instructed to do so.
 - c. Students will reference their course selection sheet and choose each core one step at a time. (Choice 1-4)
 - d. Explain and remind students about grad requirements for Fine Arts, PE, LOTE, and electives.
 - e. Reference sheet to load #1 (endorsement POS). Have them load 7 total credits. This means they will not necessarily need to load FA, LOTE, or PE if that is not one of the courses they choose for 9th grade.
 - f. Before they save, **a counselor needs to check the 9th grade courses before student saves the Career Plan**
 - g. Alternates will be on CSS and can be loaded into Future Scheduling, if the counselor prefers to do that.
 - h. **Students will load endorsement selection - student and parent will use Skyward to sign. Parent signature on CSS is also valid.**
 - i. Remind students that we will lock their choices and changes can be made during verification in late spring.

4. Verification - Mid to late April or early May

Middle School Counselors:

1. Meet with HS Lead to coordinate 8th grade (rising 9th) Course Selection
 - a. Which classroom will they be presenting in? They need a FULL class period to get through everything
 - b. Dates and Times
2. Coordinate with and email MS teachers once dates are set with HS counselors; cc HS lead when you send the email to those teachers so they are in the loop
3. Assist HS counselors with any logistics for the *day of* presentations and days they come back to load course selections (Career Plans)
4. Send HS & CRCA Lead the rosters for whichever core subject they will be loading Career Plans in (ex: 8th science or 8th SS)
5. Send Master Schedule to HS & CRCA Lead for those core teachers
6. Create an excel spreadsheet with class periods and conference/lunch times to share with HS & CRCA counselors

Additional information:

1. Check courses taken prior to 9th. If student is in Level 1 Fine Arts as an 8th grader, then load Fine Art Level 2 - Art, Folklorico, Dance, Piano
2. Spanish Placements - guidance doc from Cheryl