

Scheduling Instructions – Class of 2021

In addition to requesting your classes for the 2018-2019 school year, I need you to either update or submit some information about yourself and your plans for the future. You will need to complete each of these items to be able to go on to the next, and ultimately to enter your schedule requests. Please be as complete and accurate as possible.

To access the online schedule request form, go to the counselor page of the school website:

<http://www.lakelinden.k12.mi.us/counseor.php>

Locate the section for 2018-2019 Scheduling, and follow the link for your graduating class.

Because we are opening up the document you used for scheduling last year, any personal information and scheduling requests you entered last year will still be listed. If you change any answers in Part I, and when you select courses in Part II, please delete the old responses from last year, so that only the information that you want listed remains.

PART 1 – INFORMATION ABOUT YOU

1. Enter your first and last name.
2. Which core academic area is your strongest?
 - a. Select the area where you feel you do your best work, earn the best grades, or the one you enjoy the most.
3. List one skill or talent that you have.
 - a. This can be something from any area of your life, and does not need to be school related.
4. When completing assignments...
 - a. Select whichever option you prefer.

5. Use the link to visit [Truity.com](https://www.truity.com) and complete a Holland Interest Inventory.
 - a. This will take a few minutes to complete. Read the directions and answer questions honestly to get the most accurate results. At the end, you will be given an interest code that best matches your responses. Feel free to read the descriptions and explore the site further.

6. After I graduate from high school I think I would like to...
 - a. Select the option that best describes what your plan is as of today.
 - i. Certificate programs are typically one year or less, and include many hands-on careers like cosmetology, automotive technology, welding, and construction.
 - ii. Associate degree programs are typically two years, and include a variety of options. Physical Therapy Assistant, Dental Hygiene, and nursing can all be associate degree programs, as can degrees in business, early childhood education and others.
 - iii. Bachelor's degree programs are generally four years in length. Select this option also if you are planning on pursuing an advanced degree, such as a veterinarian, lawyer, physical therapist, or something similar. While those degrees require more than four years, you will get a bachelor's degree first.

7. What job would you like to have after you finish your education?
 - a. Fill in whatever job you think you would like to do as an adult.

8. What volunteer or service activities, either in school or in the community, have you done while you have been in high school?
 - a. List any that you have been a part of since you have been in high school.

PART 2 – ENTERING COURSE REQUESTS

9. Scheduling English, math, science and social studies for next year.
 - a. In each area, select the course you will need to take for a full year next year.
 - i. If you need to make up a class from this year, make sure to include that as a selection, even if you only need a semester.

- ii. All classes are listed in the order in which they are typically taken – Ninth grade courses are listed first, then tenth.
- iii. Everyone will take something in each of the core classes – English, math, science and social studies.

10.Scheduling elective courses.

- a. You must account for seven class periods in your day.
- b. Because you will be taking one English class, one math class, one science class and one social studies class, you will need to account for three hours of elective classes.
- c. Be aware of the following regarding elective classes
 - i. Computer Applications is listed as an elective, but it is also a graduation requirement. You must take it sometime before you graduate.
 - ii. The Visual and Performing Arts credit(s) required for graduation may be met with a wide variety of classes. Check the list of elective options to see which classes you can use.
 - iii. When scheduling for next year, you should also consider what you would like to do during your junior and senior years. If you plan to take CTE classes, dual enrollment, or Early College, you should try to get as many of your graduation requirements out of the way during ninth and tenth grade as possible.

11.Scheduling alternate elective courses

- a. Occasionally the elective course you want is full or conflicts with your other courses. When that happens, it is useful for me to know what your next choice would be. In this section, select one elective course you would like if for some reason one of your other elective choices cannot be included in your schedule.

12.Final Notes

- a. You can return to the schedule request form and edit your requests through May. You can also see me any time to change your requests if you change your mind later, and all students have three weeks at the start of each semester to make schedule changes. Do your best to request the courses you want, but know that you are not locked in to your requests, and will have opportunities to change your mind later if you want.
- b. A copy of your transcript was provided to you, along with a form that you can use to track your progress toward meeting your graduation

requirements. Please review your transcript for accuracy and use the form to make sure you are taking the courses you need.

- c. Remember – easier does not mean better. If your goal is to get a certain job or get into a certain college, you need to take advantage of every opportunity you have in high school. Challenge yourself.**
- d. See me if you have any questions or are not sure about which classes you should request.**