

## Advisor Agenda – All Grades Monday, January 12<sup>th</sup>

### 1. Read Daily Bulletin

### 2. APES Survey

Students from the transportation committee of Environmental Science are supposed to send out a survey to advisors. As soon as it is e-mailed to me, I will forward it out to all advisors. If you don't have it in time for Advisor, please continue on to #3 below.

### 3. Second Semester Schedules

A stack of your advisees' second semester schedules were placed in your box on Friday morning. They are blue. If you have schedules for kids who have moved into another adviser group, please forward the schedule to the new adviser.

Please hand them out to your group and have students check the following items on their schedules.

Is something scheduled for every PERIOD? This will require students to walk through their schedule counting out periods.

#### Example A: Senior

##### **2nd Semester**

Per 1 (2)	Health 2: Resp Choices
Per 2 (2)	Study Period
Block B (2)	Beg Ceramics QU
ADV (Y)	Advisor
Per 5 (2)	Study Period
Per 6 (2)	Government
Block D (2)	Marketing & Promo QU

The (2) means 2<sup>nd</sup> semester and a (Y) means yearlong.

In this example, our student has a class every PERIOD. Block B is period 3 and 4 and Block D is period 7 and 8. This is a senior, so two study periods are not uncommon. This student does not need any schedule changes

#### Example B: Freshman

##### **2nd Semester**

Per 1 (Y)	Concert Band
Per 2 (Y)	Biology
Per 3 (2)	Study Hall (supervised)
Per 4 (Y)	German 1
ADV (Y)	Advisor
Block C (2)	Algebra 1 (sem) QU
Per 8 (2)	Phys Ed 1: Fitness Conc

In this example, our student is missing a 7<sup>th</sup> period. As he is a 9<sup>th</sup> grader he will need to schedule a class. In this case, he may need to schedule a second study hall. He could submit a request for a 7<sup>th</sup> period class if he forecasted for that class while in 8<sup>th</sup> grade.

Schedule changes will only be accepted if there are errors on the schedule. Students who just, “changed their mind” about a class will not be granted schedule changes.

If you see a schedule like this...

**2nd Semester**

ADV (Y)

Per 5 (2)

Advisor

Phys Ed 1: Fitness Conc

...please have the student see their counselor right away! They are obviously not scheduled into enough classes 😊

Students should head to the Counseling office to pick up change forms or to make appointments (if necessary) prior to Thursday in order to have a corrected schedule by the start of second semester.