

January 28, 2021

Dear Parents,

The Administrative and Counseling Staff work over a period of several months to ensure appropriate and timely scheduling of nearly 700 students at the High School. That process begins in February and includes a variety of important events and deadlines. We want to communicate this information with you and invite families to work cooperatively with faculty and staff to make important scheduling choices for individual students.

Our school is fortunate to offer a comprehensive course of study with a variety of academic options for students including Honors, [Advanced Placement](#), [Excel TECC](#) and [College Credit Plus](#). Students who wish to enroll in College Composition I & II at CFHS must complete the required process [here](#).

The 2021-2022 [Course Selection Guide](#) is a resource that provides an overview of graduation requirements as well as the individual courses available within all of the academic departments. Students and parents are strongly encouraged not to plan a course load with the idea that it can be adjusted at a later time. The Schedule Change Policy can be referenced in the Course Selection Guide on page 4.

Please access the Counseling Department's [Scheduling Update](#) as well as a demonstration on the process of completing the scheduling sheet [Scheduling Sheet Tutorial](#).

Timetable of Events

Event	Dates
Distribution of Individualized Scheduling Forms Grades 9-11, via English Class Virtual Academy Students, via Email <i>*See details below</i> Grade 8, via Social Studies Class	Wednesday, January 27th & Thursday, January 28th Early February Wednesday, February 17th
Scheduling of All Virtual Academy Students	February-March <i>*individualized scheduling forms and virtual appointment times will be emailed by Mrs. Angel James, Counseling Department Assistant</i>
Scheduling of Current 11th graders	Week of February 8th

Scheduling of Current 10th graders	Week of February 16th
Scheduling of Current 9th graders	Week of February 22nd
Scheduling of Current 8th graders	Week of March 1st
Course Override Form Due	March 12th
Course Verification Form Change Requests Due <i>*Final opportunity to make adjustments</i>	March 19th
Credit Flexibility Proposal Due <i>*Accessible on Counseling Department Google Site</i>	April 1st
CCP Intent to Participate Form Due	May 1st

The High School Counseling Department

Mrs. Jennifer Newton,
Students with Last Names A-F

Mrs. Samantha Hamilton,
Students with Last Names G-M

Mrs. Faith Kover,
Students with Last Names N-Z