



January 22, 2024

Dear Parents of the Class of 2028:

We are excited to share detailed information with you regarding your child's Livingston High School scheduling process! Below are some important items and dates, as well as information that outlines our scheduling process.

### **Finding Your LHS Scheduling Appointment in Genesis**

To support this transition process, the HMS and LHS counselors will conduct a fifteen-minute conference with your child during the school day at HMS. Starting after school on **February 2nd**, you can access your child's high school scheduling appointment date and time by:

1. Go to the Genesis Parent Portal.
2. Click on the tab labeled "**Scheduling.**"
3. The "**Conferences**" tab in the portal will show **your assigned appointment date and time** for your child's scheduling meeting.

Parents have the option of joining the scheduling meetings virtually if they would like, however attendance is not mandatory. Also on **Friday, February 2, 2024 after 3:00 p.m.**, **there will be a form in Genesis for you to complete to tell us if you will be attending the meeting, and whether you will attend on Zoom, over the phone or in person.** Zoom links will be added in the Genesis Parent Portal if you would like to attend via Zoom. This form is required and will close on February 5, 2024 at 3:00 p.m. If you have not completed it yet, you will receive an email reminding you to complete the form, in order to have access to your Genesis account.

### **About the Scheduling Process**

The window for scheduling appointments begins on **Thursday, February 8<sup>th</sup>** and comes to a conclusion on **Thursday, March 28<sup>th</sup>**. After your child's scheduling meeting, you will be able to view their course requests in Genesis until April 12, 2024. If there is a need to change a course request, please have your child contact their HMS School Counselor to make the change before April 12, 2024. If you make a change to a request in the Genesis Portal after your scheduling meeting, this will not be updated by the School Counselor for your child's actual schedule and you must contact the School Counselor for this change to take effect. After April 12, 2024, students will not be able to request schedule changes until the summer scheduling window opens at LHS. You will receive information about the summer schedule change window in June 2024.

We all realize the importance of the scheduling conference; however, if you are not able to attend, your child will meet with the middle and high school counselors at the appointed time. Due to the number of students scheduled, time constraints, and the importance of both the HMS and the LHS counselors being present, we are unable to honor any requests for a change to the date or time of your child's appointment. Please note that whether your child is enrolled in a class is not determined by the timing of your scheduling appointment.

### **Teacher Recommendations**

On **February 6, 2024 after 4:00 p.m.**, you will be able to review the eighth-grade teacher recommendations to assist in preparation for your upcoming high school scheduling appointment. While reviewing your child's

recommendations, please keep in mind that each department and team met frequently to examine each student's journey through Heritage Middle School. These discussions, as well as discussions with department supervisors about course expectations at LHS, help teachers make recommendations to ensure that your child will have the best chance of success at LHS. Factors in making the recommendations include the following: grades, progress and growth over time, participation in class activities, in-class assessments, reading level and reading interest, level of thinking apparent in student responses and questions, level of independence, level of responsibility, writing ability, work ethic, and the student's expressed interest in a subject. No one factor determines a placement; these recommendations are guidelines for discussion that you can have with your child's school counselors during your scheduled meeting. If students have questions about their recommendations, they are encouraged to discuss with the HMS teacher to be better informed when making their LHS schedule selections. Again, teacher recommendations will be available to view in Genesis on **February 6th, after 4:00 p.m.**

### **Make Requests in Genesis BEFORE Your Meeting!**

**Students and parents are also strongly encouraged to make online course requests in the Genesis Parent Portal prior to their scheduling meeting.** This process **does not** replace the individual scheduling meeting with the school counselor. Students can still make different choices during their scheduling meeting; however, adding these requests beforehand allows for deeper conversations about student choices and interests. Students are often better prepared when taking some time to make selections in Genesis prior to their scheduling meeting. [Linked here](#) are step-by-step directions on how to enter these course requests.

Students and parents are asked to be on time for their scheduled appointment. Students will receive a pass in their homeroom on the day of their appointment. We advise you and your child to review the [2024-2025 LHS Course Guide](#), which is also posted on the [LHS website](#), [LHS Scheduling Center website](#). You should also discuss with your child their interests, confidence, and comfort level with the recommendations when reviewing the LHS course offerings.

### **Open Access at LHS**

Please be sure to read the open access and scheduling information in the [LHS Course Guide](#), starting on page 21, and also found on the [LHS Scheduling Center website](#). Parents and students should consider every Honors course selection carefully to ensure success and avoid dramatic schedule changes. Students are expected to maintain the pace of an Honors or an AP course throughout the year. Communication will be prioritized for students who earn a grade of a C- or below at the end of the first quarter to include teachers, school counselors, and/or administrators meeting with students and families to assist individuals in making good decisions and determining a plan for moving forward in the school year. In specific cases, administrative discretion will be used as necessary, including decisions regarding future scheduling plans. Students choosing to drop the course during the last schedule change window, will have a Withdraw, "W," noted on their transcript for the dropped class.

We look forward to working with you and your child during this exciting time as we prepare them for high school!

Sincerely,



Shawn Kelly  
Principal, Heritage Middle School



Sinead Crews  
LPS Director of School Counseling