



Livingston PUBLIC SCHOOLS

HERITAGE MIDDLE SCHOOL

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January 23, 2023

Dear Parents of the Class of 2027:

We are excited to share detailed information with you regarding your child's Livingston High School scheduling process! On **February 8, 2023 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.

Students and parents are also asked 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. [Linked here](#) are step-by-step directions on how to enter these course requests.

To facilitate the scheduling process, the HMS and LHS counselors will conduct a fifteen-minute conference with your child during the school day at HMS. Parents have the option of joining the scheduling meetings virtually if they would like, however attendance is not mandatory. Zoom links will be added in the Genesis Parent Portal if you would like to attend via Zoom. If you would like to attend in person, please contact Mrs. Lisa Appello, HMS School Counseling Secretary, at lappello@livingston.org. To access your child's high school scheduling appointment date and time:

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.

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.

The window for scheduling appointments begins on **Friday, February 10th** and comes to a conclusion on **Friday, March 17th**. After your child's scheduling meeting, you will be able to view their course requests in Genesis

until April 13, 2023. 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 13, 2023. If you make a change to a request in the Genesis Portal, 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 13, 2023, 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 2023.

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 LHS Course Guide, which is posted on the [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. [Here](#) is the four-year planning worksheet to help facilitate these conversations and assist in planning your child's 9th grade schedule.

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
Director of School Counseling
Livingston Public Schools