



January 23, 2024

Dear Parents:

We are proud to kick off the 2024-2025 scheduling season! This begins with the publishing of teacher recommendations in the Genesis Parent Portal beginning **February 6, 2024 after 4:00 p.m.**

Teacher Recommendations

Teachers and department supervisors put forth a lot of effort in providing well thought out recommendations by discussing and reviewing student classroom performance, assessments, interest in the subject matter, and knowledge of course expectations. Parents and students are encouraged to use this information to seriously consider the selection of courses for next year. Follow up with your teachers with any questions prior to your scheduling meeting as these recommendations serve as a guideline for the course selection process with your school counselor. As a reminder, students must complete applications that are required for some AP, Honors and Elective courses and should refer to our [prior communication on January 11, 2024](#) for more detailed information. The deadline to complete these applications is **January 29, 2024**.

Make Requests in Genesis BEFORE Your Meeting!

Prior to your scheduling meeting, students and parents are strongly encouraged to make online course requests in the Genesis Parent Portal. This process **does not** replace the individual scheduling meeting with your 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. Students and parents can start entering these requests on February 6, 2024 after 4:00 p.m.

It is important that students are ready to meet with their school counselor at any point during the window listed below, as they will be scheduled by their school counselors during these timeframes. If you would like to attend your child's scheduling meeting, please call the School Counseling office at extension 8060 or 6931. During these meetings, school counselors will be utilizing our LPS Personalized Learning Plan, which has been previously emailed to each student directly; students are encouraged to use this tool in advance of their meeting to assist in their planning.

February 8th - February 16th: 9th to 10th grade
February 26th - March 8th: 10th to 11th grade
March 11th - March 28th: 11th to 12th grade

Open Access at LHS

Livingston High School remains committed to open access for all students. Students may select a desired course level provided they have met the prerequisites and have given careful consideration to current performance and teacher recommendations. It is equally important that your child develops a well-rounded program that not only addresses academic rigor, but also takes into account a balanced, healthy lifestyle including extracurricular activities and commitments outside of LHS. During this decision-making process, consider the time commitments dedicated to outside organizations and co-curricular activities.

You can find more information about open access and scheduling in the [LHS Course Guide](#), starting on page 21, and also found on the [LHS Scheduling Center website](#). Parents and students should consider every 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, case managers, 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 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.

After your child's scheduling meeting, course verifications will be available to view in the Genesis Parent Access Portal until April 13, 2023. Below you will find a table of important upcoming scheduling dates:

January 29	All required applications are due by 8:00 a.m.
February 6	Teacher recommendations are posted in Genesis
February 8 – March 28	Individual student scheduling meetings with school counselor
April 11	Student/parent deadline to confirm course selections in Genesis and request any schedule changes prior to master schedule construction

Please utilize these scheduling resources prior to your child's scheduling meeting:

[LHS 2024 Course Preview Day website](#)
[LHS Scheduling Center](#)
[LHS Course Guide](#)

Please do not hesitate to contact your child's teacher(s) and counselor should you have any questions regarding course selection for next year.

Sincerely,



Dr. Mary Kate Pretto, Ed. D.
Assistant Principal



Mrs. Sinead Crews
Director of School Counseling